



VACANCY ANNOUNCEMENT

Manager, P-5
Intergovernmental Support and Collective Progress Division
Collective Progress Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 November 2026 23:59 hrs CET	VA 26/043/ISCP	As soon as possible	Two years with possibility of extension	Bonn, Germany

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Intergovernmental Support and Collective Progress division, which enables the governing and subsidiary bodies of the Convention, the Kyoto Protocol and the Paris Agreement to function and thus facilitate progress in the climate process. The division also ensures the coherence, consistency and timeliness of the work of the bodies and enable and support overarching processes, such as the periodic review of the adequacy of the long-term global goal under the Convention and the Global Stocktake under the Paris Agreement.

What you will be doing

The incumbent reports to the Director (D-1) of the Intergovernmental Support and Collective Progress division on research and systematic observation and the ocean, and the Senior Director (D-2) of Programmes Coordination on the periodic review, the Global Stocktake and the IPCC and is accountable for facilitating the review of the collective progress of action to enable implementation assessment and oversight in close collaboration with the Programmes and Operations departments.

Your responsibilities

1. Strategic advice, planning and oversight:

- a. Develops a vision for combining the support to the governing and subsidiary bodies with the organization of processes assessing collective progress, including the Global Stocktake and the periodic review of the adequacy of the long-term global goal as well as for facilitating the consideration of research and systematic observation, collaboration with the Intergovernmental Panel on Climate Change and consideration of ocean-based climate action. In close collaboration with the Governing Bodies subdivision and the Programmes and Operations departments, provides substantive inputs to ensure greater focus on oversight and progress assessment together with greater coherence in the organization of the bodies' agendas and work programmes;
- b. Identifies emerging issues pertaining to the intergovernmental process assessment of collective progress and the mandates of the secretariat, analyses implications and makes



- recommendations;
- c. Provides advice to UNFCCC senior management and external stakeholders in relation to advancing the intergovernmental process's overarching goals. Manages the organization of intersessional activities by developing and implementing measures for quality control, including official documents and specific technical outcomes from the subdivision;
- d. Assists the Directors in the secretariat's planning and coordination of activities in support of the intergovernmental negotiations that require comprehensive and coherent inter-division involvement;
- e. Contributes to in-house preparation of responses by the President of the COP, the Executive Secretary, the Senior Director of Programmes Coordination and the Director of the Intergovernmental Support and Collective Progress Division to comments, statements and queries of Parties concerning the intergovernmental negotiation process, specifically on the issues related to Research and Systematic Observation, Ocean-based climate action, implementation and collective progress assessment;
- f. Identifies potential areas of risk that may compromise the work of the governing bodies and affect UNFCCC's reputation; Proposes corrective measures and timely action to mitigate and manage processes successfully.

2. Management of the subdivision:

- a. Plans and manages the financial resources of the Collective Progress subdivision, ensuring cost effectiveness and the prudent management of funds;
- b. Ensures synergy and coordination of the work of the subdivision with that of other organizational units within the secretariat. Provides substantive and organizational support to the Directors to achieve internal consistency in approaches related to the areas of responsibility while contributing to the overall strategic goals of the secretariat;
- c. Monitors follow-up activities to the sessions, in particular the implementation of resolutions, decisions and recommendations, in order to ensure that such matters are properly reported and assessed upon at future meetings;
- d. Plans and establishes the human resource requirements of the team supporting the Collective Progress subdivision, including additional resources needed for sessions, technical workshops and specific events;
- e. Leads and manages the staff of the team supporting the subdivision in a fair and transparent manner, providing guidance, developing workplans, managing performance and enhancing staff capacity development.

3. Liaison and representation:

- a. Represents the secretariat in interactions and meetings with the governing and subsidiary bodies;
- b. Develops and maintains relations with senior officials of governments, including at ministerial level, and of intergovernmental organizations, providing advice on issues and policies of mutual concern;
- c. Formulates and develops cooperative programmes with relevant United Nations agencies, research institutions and other governmental, intergovernmental and non-governmental organizations in relevant areas of responsibility.

Competencies

Working with Teams: Builds effective relationships with other senior managers across the organization; Monitors and evaluates the effectiveness of teamwork across the business units, and holds managers accountable to do likewise; Promotes collaboration and teamwork practices that



enable all staff to contribute at their best regardless of their cultural background, religion or gender and ensures such practices are in place; Identifies and dismantles silos and cliques operating within the business units; Fosters effective working relationships between the business units and the wider organization, and addresses behaviors which undermine cooperation.

Managerial Competencies:

Managing Performance and Developing People: Provides teams, and the wider business area, with clear expectations regarding performance, and an understanding of how the performance of each individual unit impacts the wider organization; Holds managers accountable for providing honest and regular performance reviews for every staff member reporting to them; Fosters a performance management culture that focuses on results, high performance and collaboration; Mentors high potentials, strong performers and women in the business area and ensures managers provide coaching, support and relevant development opportunities to help staff realize their full potential

Exercising Sound Judgment and Decision-Making: Creates an environment where decisions are taken expeditiously; Contributes to broader organizational decisions, providing a considered and impartial perspective which takes the interests of the organization, and all those affected, into account; Assimilates multiple sources of information, identifies high-level themes, and recognizes subtle interrelationships across issues; Challenges the assumptions behind decisions, and their underlying logic, stepping away from the immediate situation to consider the wider context; Ensures decisions made within individual units, departments or divisions do not adversely impact operations elsewhere within the organization; Oversees the decisions of managers within own unit / programme, holding them to account for their decisions without undermining their authority.

Thinking Strategically and Building the Vision: Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; Understands the broader organizational and political context in which the unit / programme operates; Is aware of and sensitive towards the strategic priorities of the organization, external partners and the wider development and humanitarian context.

Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) in climate change, environmental science, economics or related area is required. A first-level university degree (B.A. or equivalent) in combination with two years/extensive years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: A minimum of ten (10) years of progressively responsible experience in climate change, environment, international relations or related area is required. Experience in the provision of technical support to intergovernmental processes in a political environment is required. Knowledge of the intergovernmental climate change process would be an asset.

Language skills

Required: Fluency in English (both oral and written) is required. Knowledge of other UN official languages is desirable.

Specific professional knowledge and skills



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Experience in complex negotiations in an international context.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. Service is limited to the UNFCCC secretariat.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
3. Indicative net annual salary and allowances:

US\$ 103,165

(plus variable post adjustment, currently 37.2% of net salary),

plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.