



## VACANCY ANNOUNCEMENT

### Team Lead, P-4

Communications and Engagement Division  
Engagement Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
11 November 2022 23:59 hrs CET	VA 22/066/C&E	As soon as possible	one year and six months 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

The position is located in the UNFCCC secretariat in Bonn, Germany in the Communication and Engagement division. You will serve as the Team Lead of the Climate Action Tracking and Recognition unit and is accountable for coordination and technical leadership in the engagement. The Team Lead also performs the more complex substantive work of the unit, including supporting partnership development and resource mobilization, when applicable. You will report to and receive guidance from the Manager of the Engagement subdivision. The key results expected are:

- Coordination of the operation and continuous development of the infrastructure and systems for tracking the contributions to climate action of non-Party stakeholders both as individual actors and as participants in collaborative and cooperative initiatives;
- Ensure high quality and timely inputs to various elements of the intergovernmental process based on analysis of non-Party actions recorded in NACZA and related platforms;
- Overseeing budgetary matters related project funding in support of related programme activities;
- Representation, as delegated.

### Your responsibilities

#### 1. Leading the Climate Action Tracking and Recognition unit:

- a. Serves as Team Lead overseeing the various streams of work and running the team's day-to-day operations;
- b. Supports the Director and Manager in strategic, planning and stakeholder-liaison;
- c. Oversees the implementation of work plans to ensure high quality and efficient delivery of mandated activities;
- d. Plans and monitors unit's budgets, contributing to reporting on related performance and preparing inputs for results-based budgeting;
- e. Liaises with donors to solicit financial support for activities of the unit;
- f. Develops project proposals and initiatives for the unit, providing supervisors with technical and administrative support, as needed;



- g. Prepares substantive inputs to the work programme of the unit and determines priorities and options for the completion of outputs and their timely delivery;
  - h. Ensures consistency and quality control on all substantive processes and outputs.
- 2. Implementing the strategy and work programme, covering Climate Action Engagement and Recognition, including the Marrakech Partnership for Global Climate Action, as well as Global Climate Action Platform:**
- a. Researches and prepares relevant technical products pertaining to the work programme for the Marrakech Partnership, Global Climate Action Portal, recognition
  - b. Coordinates the implementation and guides the further development of the Global Climate Action Portal and further climate action recognition initiatives;
  - c. Coordinates and prepares substantive inputs, coordinates stakeholders and organizes meetings/events for the establishment/management of various bodies/forums pertaining to the tracking and recognition of climate action by non-Party stakeholders;
  - d. Drafts various written outputs, e.g. reports, analyses and presentations on key results and conclusions; reviews the work of others;
  - e. Supports UNFCCC Senior Management in conducting strategic discussions with the high-level Climate Champions, the Climate Action Team in the Executive Office of the Secretary General of the United Nations and the Presidencies of the COP and ensures preparation of necessary documentation;
- 3. Proactively expands and develops new systems and approaches to enhance the transparency of action by non-Party stakeholders to achieve the objective of the Convention and aims of the Paris Agreement:**
- a. Contributes to the development of institutional relationships, connecting stakeholders and promoting collaborations relevant to the work of the Marrakech Partnership, as well as relevant climate action actors and communities
  - b. Drives collaboration with data providers, donors and partners to ensure enhanced accessibility of data on the pledges of non-Party stakeholders and the progress with their implementation
  - c. Develops proposals and recommendations to enhance the UNFCCC secretariat's contribution to a collective global effort
  - d. Undertakes engagement activities with Parties and non-Party stakeholders, including identification of and liaison with counterparts of the observer organizations;
  - e. Ensures collection, synthesis and preparation of substantive inputs required for tracking climate action;
  - f. Represents the Climate Action Tracking and Recognition unit during consultations, providing appropriate and correct advice and information to stakeholders, as well as strengthening existing partnerships and building new ones;
  - g. Liaises with relevant stakeholders; identifying problems and issues to be addressed and proposes corrective actions; reviews relevant documents and reports, identifying and tracking follow-up actions;
  - h. Communicates with governmental and non-governmental officials, providing authoritative guidance and technical support, as well as fostering cooperation.
- 4. Performs any other job-related activity required to achieve the goals and objectives of the subdivision and secretariat.**



## **Competencies**

**Being Responsive to Clients and Partners:** Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

**Working with Teams:** Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

**Delivering results:** Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

### **Managerial Competencies:**

**Thinking Strategically and Building the Vision:** Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities

## **Your qualifications**

### **Educational Background**

**Required:** An advanced University degree (Master's degree or equivalent degree) in data science or a related discipline with a significant focus on data management/analysis including engineering, geo-spatial systems, economics or finance, information/knowledge management.

A first-level University degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.



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**Experience**

**Required:** A minimum of seven (7) years of progressively responsible experience in data management.

Demonstrated knowledge of the ecosystem of climate action including the interaction between actions by national governments and non-State actors.

Experience with information exchange and interaction with various stakeholders, including governments, international organizations, research institutions, private sector and NGOs.

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**Language skills**

**Required:** Fluency in English (both oral and written) is required; knowledge of another UN official language desirable.

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**Specific professional knowledge and skills and Job-related skills:**

**Required:** Experience in implementing and overseeing the operation of multistakeholder tracking systems and customer relationship management systems is highly desirable.

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**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.

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**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>

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**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\$ 75,602 to US\$ 83,826  
(plus variable post adjustment, currently 20.2% 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.