



VACANCY ANNOUNCEMENT

Senior Director, Intergovernmental Affairs, D-2

Executive Direction and Management (EDM) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
03 February 2018	VA 18/001/EDM	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 historic 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.

The Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol and Paris Agreement bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol and Paris Agreement bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Important note: A structure review during 2018 is foreseen which is likely to necessitate some changes in the organizational structure, reporting lines and strategic focus of key areas of the secretariat, and also of this post. The seniority, grade and duration of appointment will not be affected by the structural change.

Where will you be working

You will report directly to the Executive Secretary (ES) and oversee the work of Legal Affairs, Conference Affairs Services and the legislative body coordinators, as well as of the office of the Secretary to the Governing Bodies.

What will you be doing

As Senior Director for Intergovernmental Affairs, you will provide strategic and integrated leadership of all aspects related to the intergovernmental process of the Climate Change Secretariat, and ensure the delivery of high-quality support to stakeholders and overall integrity of the climate change intergovernmental process and its annual Conference of the Parties (COP).



Expected key results:

- Strategically planned and well-coordinated intergovernmental process
- High quality and coherence of secretariat support to all constituted bodies including the quality of draft negotiation texts and procedural advice
- Innovative process and sessional environment
- Legal/procedural integrity of the intergovernmental process

You will have the following responsibilities:

1. You will provide strategic oversight of all aspects related to the planning of the intergovernmental process, ensuring seamless process management, the delivery of high quality secretariat support and related products, and the overall integrity of the process. Key responsibilities will include:
 - Strategic planning and coordination of the intergovernmental process
 - Overseeing support and the provision of strategic advice to Conference of the Parties (COP) Presidents and the Bureau
 - Ensuring high quality and coherence of secretariat support to all constituted bodies, including the quality of draft negotiation texts and procedural advice
 - Leading innovation in the process and sessional environment to ensure that it responds effectively to the new imperatives of implementation and climate action
 - Ensuring legal/procedural integrity of the intergovernmental process
2. With regard to intergovernmental processes and related secretariat support, your key responsibilities will include:
 - Ensuring procedural coherence and continuous improvements in secretariat support systems for all constituted bodies and expert groups
 - Inter- and pre-sessional planning for sessions of the COPs, Subsidiary Bodies (SBs) and the Ad Hoc Working Group on the Paris Agreement (APA) ensuring integrated agenda management and coordination of events, including high-level events at COPs
 - Providing in-session oversight of all process and conference management related aspects
 - Guiding the work of the COP Team in providing support and advice to the Presidency and Bureau of the COP, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA)
 - Ensuring high quality of all official documents through effective processes and systems for in-house drafting, review and production of draft negotiation texts; providing political guidance on key negotiation texts
 - Providing information and strategic advice to the Deputy Executive Secretary on matters related to support to the intergovernmental process and related secretariat support
3. With regard to institutional governance and oversight, your key responsibilities will include:
 - Chairing relevant coordination platforms
 - Directly supervising the Secretary of the Governing Bodies, Directors of the Conference Affairs Services and Legal Affairs programmes and the coordinators of the SBs and the APA



4. You will develop and enhance collaborative relations. Key responsibilities will include:
- Liaising closely with senior government officials to foster dialogue, develop ideas and possible strategies
 - Liaising with the Senior Director for Policy and Programme Coordination on issues related to the coherent management of scenarios and agendas for sessions, and support to constituted bodies

What are we looking for

Educational background

Required: Advanced university degree or equivalent, preferably at the doctoral level, in public or business administration, public policy, environment, sustainable development, social science, law, or related discipline. A combination or relevant academic qualifications and additional experience may be accepted in lieu of the advanced degree.

Experience

Required: A minimum of 15 years' experience at senior levels in increasingly responsible positions in the area of intergovernmental affairs or multilateral negotiations, including at least 5 years of relevant experience in an international environment.

Asset: Leadership experience in an international intergovernmental organization, particularly within the United Nations family of organizations.

Experience in the implementation of intergovernmental processes, preferably related to environmental or climate protocols and agreements.

Language skills

Required: Excellent knowledge of English (spoken and written)

Asset: Working knowledge of another UN official language.

Job related skills

Required: Proven track record of international negotiation support, preferably in the area of climate change.

What is the selection process

You may be invited for assessment of your technical and professional knowledge, your leadership style and abilities, or other evaluations. If successful you may be invited for the final stage of the selection process, which consists of a competency-based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Thinking strategically and building the vision; exercising sound judgment and decision-making; delivering results; being responsive to clients and partners.



A great place to work:

The UN offers a professional, diverse and innovative workplace with a competitive compensation and benefits package. A newly recruited staff member at the D-2 level assigned to Bonn might expect to receive:

- An employment contract for two years, extendable;
- Indicative net annual salary and allowances: US\$ 110,341 (plus 6% of net salary for spouse/partner if recognized as dependent, plus variable post adjustment, currently 34.2% of net salary);
- Installation and assignment benefits including for family members recognized as dependents at the time of recruitment;
- Health and dental insurance;
- Thirty days of annual leave and 10 paid holidays per year;
- Home leave travel paid for eligible staff and family members;
- Tuition assistance for eligible dependent children;
- Rental subsidy; and
- A generous UN pension scheme.

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. Qualified women candidates and candidates from developing countries are especially encouraged to apply.
2. Service is limited to the UNFCCC Secretariat.
3. 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.
