



TEMPORARY JOB OPENING

Programme Officer (Team Lead), P-4

Adaptation division
Response Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
16 March 2023 23:59 hrs CET	23/TJO9/A	As soon as possible	364 days	Bonn, Germany

Publication date: 02 March 2023, Post numbers: 31048970, Funding: 32 FRA 16803/SB-022165.0 I

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 you will be working

The position is located in the UNFCCC secretariat in Bonn, Germany in the Adaptation Division which supports Parties in enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change. It facilitates the provision of holistic technical guidance and advice to Parties on all aspects of adaptation and resilience, especially on assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerability; and enhancing implementation and reviewing progress. The division supports a number of processes, including the process to formulate and implement national adaptation plans (NAPs), and five constituted bodies (Adaptation Committee (AC), the Facilitative Working Group (FWG) of the Local Communities and Indigenous Peoples Platform (LCIPP), Least Developed Countries Expert Group (LEG), the Transitional Committee for loss and damage funding arrangements, and the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM) ExCom).

The Response Division currently consists of two units:

1. The LEG and NAP unit supports the Least Developed Countries Expert Group (LEG), the process to formulate and implement national adaptation plans (NAPs), national adaptation programmes of action (NAPAs) and the LDC work programme.
2. The Loss and Damage (L&D) unit supports the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM) and its Executive Committee (ExCom), the Santiago network and the new work related to financial arrangements for loss and damage.

The L&D Unit is accountable for facilitation of negotiations on matters relating to the WIM, the work of the ExCom and its expert groups; and access to the means of implementation for addressing, minimizing and averting loss and damage, including mobilization and engagement of relevant organizations, regional centres and networks, and development and implementation of strategies to catalyse technical assistance to developing countries in addressing loss and damage through the Santiago network.

The workstream on the Santiago network will facilitate the work of the evaluation panel that was established at COP 27 to oversee the selection of the host to the secretariat of the Santiago network.



The workstream oversees ongoing activities of the Santiago network until the future host of the network is operational.

You will lead the workstream on the Santiago network in the Response subdivision and report directly to the Manager of the Response Subdivision.

Your responsibilities

1. Leads a team of professional and general service staff with and through whom full support is provided to ensure the smooth and efficient deliberations on the Santiago network.

Activities include but are not limited to:

- a. Providing technical leadership to the workstream, with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of mandated goals and objectives related to the Santiago network;
- b. Managing the workstream's human resource functions as needed, including by drafting job descriptions, drafting recruitment requests including interview questions and participation on panels, conducting performance appraisals of staff as first line supervisor, identifying training needs and counselling staff on performance issues as well as providing career development guidance; and
- c. Fostering teamwork among staff in the workstream and other units in the division and wider secretariat.

2. Manages the Santiago network workstream, ensuring the delivery of all technical documentation and reports, meeting and workshop organization, logistics and travel support required to support effective and efficient deliberations and decision-making and full operationalization of the network. Activities include but are not limited to:

- a. Serving as lead officer for supporting meetings and workshops related to the Santiago network;
- b. Addressing a variety of issues related to the Santiago network, from planning, to implementation, to support and monitoring and review, and other outreach products;
- c. Managing communications with related stakeholders during the formative stages of the Santiago network;
- d. Preparing agendas, annotations and briefings for the Co-Chairs of the evaluation panel for the selection of the host to the secretariat of the Santiago network, as well as technical support to proponents of proposals to host the secretariat of the Santiago network as they prepare and submit their proposals;
- e. Overseeing the organization and logistics, including travel, of all meetings and workshops of the evaluation panel;
- f. Providing substantive technical and procedural support to Chairs of negotiating bodies, contact groups and meetings in relation to the work related to the Santiago network.

3. Represents and supports the division's knowledge management function.

Activities include but are not limited to:

- a. Enhancing synergy and coordination of the work of the unit among the other Adaptation subdivisions as well as with other divisions within the secretariat and contributes to achieving the overall mandates and goals related to loss and damage as well as the secretariat;
- b. Providing input to co-operative activities with regional and international organizations, institutions and networks to enhance their contribution to the work of the transitional committee;
- c. Promoting outreach by participating in Santiago network relevant meetings and workshops, both internal and external to the secretariat, to strengthen cooperation with other regional and international organizations, institutions and networks, as well as Parties;



- d. Participating in environmental scanning for current knowledge and science, best practices and lessons learned pertaining to technical assistance for L&D and internal dissemination of same;
- e. Contributing to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, global best practices and lessons learned in the area of technical assistance in addressing L&D and related policies.
- f. Developing communication strategies for the evaluation panel; and overseeing development of various outreach products in support of the Santiago network.

4. Mobilizes resources. Activities include but are not limited to:

- a. Enhancing the secretariat's effectiveness in resource mobilization efforts by assisting the Subdivision Manager and Division Director in the preparation of proposals and donor agreements for supplementary funding for activities in support of the transition committee as well as the work supporting the broader WIM, and subsequent reporting on progress to donors;
- b. Providing substantive input to the secretariat's central resource mobilization unit in Operations Coordination.

5. Performs any other job-related activity required to achieve the goals and objectives of the subdivision, the division or the secretariat.

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

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:

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions, analyses the different options and alternatives before reaching a sound conclusion.



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: Advanced university degree in environmental science, economics, or areas related to loss and damage is required.

Experience:

Required: A minimum of 7 (seven) years of progressively responsible experience in environment, economics, climate change adaptation, humanitarian response and/or loss and damage or related area is required.

Language skills:

Required: Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

Specific professional knowledge and skills and Job-related skills

Specialized expertise in leading teams, planning and project implementation.

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. UNFCCC staff members with a fixed term appointment may be considered for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the applicant works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. Therefore, all applications must be supported by a written agreement to the staff member's release.



Page 5

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.
4. Indicative net monthly salary and allowances:
US\$ 6,444 to US\$ 7,145
(plus variable post adjustment, currently 35.5% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.
