



## Terms of Reference

### Deputy Executive Secretary

*(Assistant Secretary-General)*

The UNFCCC secretariat has been through a period of large scale and complex transformation. Within the mandate of the organization, supporting Member States and the strategic leadership of the Executive Secretary, the Deputy Executive Secretary (DES) will ensure that the secretariat continues to innovate, embrace evolving thinking and deliver impact, while successfully navigating a rapidly changing external environment.

This person will guide the development of organisational culture and operational effectiveness and help propel the UNFCCC secretariat to the next level of its evolution. The DES will ensure that operations and staff performance are bolstered as the UNFCCC progresses from its negotiation phase and further into implementation. This person will also ensure the enhancement of organizational capability and guide its ongoing transformation to meet the demands of the vision for the institution. The DES will bring a profound understanding of the leadership required to strengthen the secretariat's people, culture, governance, values, risk management, and operational effectiveness.

Reporting to the Executive Secretary (Under-Secretary-General), the Deputy Executive Secretary undertakes the following responsibilities:

- Provide strategic leadership and support to the Executive Secretary in developing and implementing a vision for the evolution and management of the secretariat as an institution and shaping the programmatic direction of the organization;
- Represent the Executive Secretary and contribute to catalyzing the UNFCCC secretariat's political engagement with governments and other stakeholders;
- Demonstrate leadership in the management of an innovative, dynamic, diverse and high-performing organization that respects diversity, ethics and integrity, and incorporates the gender perspective in all areas of the work programme;
- Provide political guidance in the relationship with UNFCCC Governing Bodies and high-level oversight of intergovernmental affairs and strategic guidance to the Senior Director of that cluster;
- Provide strategic guidance to the secretariat's biannual programme budget planning, secretariat-wide resource mobilization activities, oversight and monitoring of budget implementation, and related evaluation and reporting to Parties; advise the Executive Secretary on budget negotiations with Parties and key contributors;



- Ensure an integrated approach to managing the operations of the secretariat, including direct oversight of administration, information and communications technology, and communications and outreach; identify strategic opportunities for integration, synergy, cost savings, and ensure secretariat operations are optimally aligned to overall organizational goals;
- Ensure effective systems of delegation of authority within the organization and oversee internal risk management and secretariat responsiveness to internal and external audits;
- Manage the relations with the host country, the host city, and heads of United Nations agencies in Bonn;
- Oversee policy planning and implementation of activities related to staff well-being, including effective staff-management relations and executive communications with staff; and
- Act as chief ethics and integrity officer, ensuring the values of the organization are integrated and communicated by the leadership.

### **Competencies**

**Professionalism:** Expert knowledge in organizational management; proven ability to lead and oversee work on technical issues; ability to guide the work of others. Well demonstrated negotiating and diplomatic skills.

**Communication:** Excellent communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful. Ability to maintain effective relationships with outside collaborators and other contacts, including representatives of Member States and the public

**Teamwork:** Excellent interpersonal skills; demonstrated ability to work in a multicultural, multiethnic environment and to maintain effective working relations with people of different national and cultural backgrounds. Proven ability to lead and gain assistance of others in a team endeavour.

### **Managerial Competencies**

**Judgment/Decision-making:** Mature judgment and initiative, imagination and resourcefulness, energy and tact; proven ability to provide strategic direction, to plan and establish priorities, and to ensure an effective work structure to maximize productivity and achieve goals.



**Leadership:** Proven track record of excellent management and technical leadership skills and ability to delegate appropriate responsibility, accountability and decision-making authority. Proven record of building and managing teams and creating an enabling work environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge and skills. Demonstrated flexibility in leadership by performing and/or overseeing change initiatives including the analysis of complex human resources, budgetary, financial or administrative management policy and programmatic issues.

**Building trust:** Reputation for dealing honestly and openly with issues and staff; recognized and highly respected by peers, clients, partners and staff.

**Vision:** Ability to identify key strategic issues, opportunities and risks; clearly communicate links between the Organization's strategy and the work unit's goals. Establish/identify and communicate broad and compelling organizational direction.

### **Qualifications and Experience**

#### **Education**

Advanced university degree (Masters or equivalent) preferably in public or business administration, environment, sustainable development, social science, law, or related area. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of advanced university degree.

#### **Experience**

At least 20 years of experience in senior leadership positions, preferable in the public sector, with particular focus on management in large, multicultural institutions, such as international organizations, governments or non-governmental organizations. Programme and project planning and analyses, and budgeting skills are essential. Proven track record of excellent management and technical leadership skills.

#### **Language**

Fluency in oral and written English; knowledge of an additional official UN language is an advantage.

### **Other Desirable Knowledge and Skills**

Knowledge of intergovernmental processes and protocols. Good understanding of the field of climate change in all its aspects, environmental policy, and the related global agenda in this area. Comprehensive knowledge of UN policies, procedures and operations. Knowledge of principles and practices related to organizational development and change management.



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**How to Apply**

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.

UNFCCC has retained Russell Reynolds Associates to advise on this appointment.

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