



Reference: VA23/072/E

## NOTE VERBALE

The United Nations Climate Change Secretariat presents its compliments to the Parties of the United Nations Framework Convention on Climate Change and the Permanent Missions of Member States to the United Nations and has the honour to announce the opening of the position of **Deputy Executive Secretary** of the United Nations Framework Convention on Climate Change (UNFCCC) at the Assistant Secretary-General level.

The terms of reference are attached.

Pursuant to established practice, the Secretary-General will appoint the Deputy Executive Secretary following consultations with the Conference of the Parties through its Bureau. The Deputy Executive Secretary supports the Executive Secretary in the leadership and management of the Climate Change Secretariat. The Secretariat works to:

- Support the intergovernmental climate change process with substantive and operational services, including support to negotiations and a complex architecture of constituted bodies, mechanisms and processes serving the Convention, the Kyoto Protocol and the Paris Agreement;
- Provide strategic and legal advice to Parties, including on all aspects of the planning and management of conferences, workshops and other events.
- Provide expertise for monitoring, reporting and reviewing of national commitments and contributions, including by market-based approaches, and hosting official greenhouse gas (GHG) data;
- Assisting Parties in their adaptation efforts, including on national planning and managing vulnerability;
- Supporting the mobilization of financial resources, international cooperation on technology development and transfer and enhancing the ability to address climate change; and
- Promoting and catalysing climate action at all levels, including by Parties, United Nations agencies, regional and local authorities, civil society, business and the financial sector.

Further information on UNFCCC is available on the website [unfccc.int](http://unfccc.int)

### ***Applications and nominations***

In order to ensure a large, diverse, qualified pool of candidates for this position and to supplement the Secretary-General's search and consultations, the United Nations Climate Change Secretariat would appreciate the support of Member States in bringing this opening to the attention of qualified and interested candidates. Applications from women would be especially welcome.



Candidates may be directed to register and apply for this opening on the website of the United Nations Climate Change Secretariat at [unfccc.int/recruitment/](https://unfccc.int/recruitment/), where the attached terms of reference can also be found. While the Secretariat welcomes Member States' nomination of candidates, they must ensure that individual candidates submit an application online by 5 September 2023.

Member States wishing to support the application of any candidates who has submitted an application online, may submit communications to the attention of the Executive Secretary of the United Nations Climate Change Secretariat in care of the Chief of Human Resources Management Service in United Nations Office at Geneva at [chief-hrms-unog@un.org](mailto:chief-hrms-unog@un.org)

The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidate, that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

All nominations will be treated with the strictest confidence and short-listed candidates will be contacted directly to undergo an assessment process, reference and background checks, including human rights and conflicts of interest screening.

### ***Human rights screening***

In accordance with the policy for the nomination of candidates, the United Nations Climate Change Secretariat wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigations or prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

Individuals who are either nominated by Member States or who seek to serve with the United Nations in any individual capacity will be required, if short-listed, to complete a self-attestation stating that they have not committed, been convicted of, nor prosecuted for, any criminal offence and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.



### ***Conflicts of interest screening***

All United Nations staff members are expected to uphold the highest standards of efficiency, competence and integrity. Senior leaders in particular have the responsibility to serve as role models in upholding the organization's ethical standards.

A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of their official duties and responsibilities, or call into question their integrity, independence and impartiality. Risk for conflicts of interest may arise from a staff member's engagement in outside (non-UN) employment or occupation; outside activities, including political activities; receipt of gifts, honours, awards, favours or remuneration from external (non-UN) sources; or personal investment. In particular, no staff member shall accept any honour, decoration, favour, gift or remuneration from any Government (staff regulation 1.2 (j)).

Where a real or perceived conflict of interest does arise, senior leaders are obligated to disclose this to the organization without delay. In order to avoid real or perceived family influence or preferential treatment and conflicts of interest that could stem from such situations, the United Nations Staff Rules & Regulations provide that appointments "shall not be granted to anyone who is the father, mother, son, daughter, brother or sister of a staff member" (staff rule 4.7 (a)).

Short-listed individuals will also be required to complete the pre-appointment declaration of interests for senior positions to identify possible conflicts of interest that may arise and to proactively prevent and manage, as much as possible and in a timely manner, situations in which personal interests may conflict or appear to conflict with the interests of the United Nations, should the individual be appointed to this position.

The United Nations Climate Change Secretariat avails itself of this opportunity to renew to the Parties of the United Nations Framework Convention on Climate Change and the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.

Bonn, 25 July 2023