

OFFICE OF THE HEAD OF THE LOCAL GOVERNMENT SERVICE (OHLGS)

*In case of reply, the number
and the date of this letter
should be quoted*



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Our Ref: OHLGS/FC/45/09

Date: 20/06/2022

Your Ref:

NOTIFICATION OF VACANCY AT THE UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE (UNFCCC)

The United Nations Framework Convention on Climate Change (UNFCCC) is announcing a job vacancy.

Post: Executive Secretary

Duty Station: Bonn, Germany

Deadline for submission: 24th June, 2022

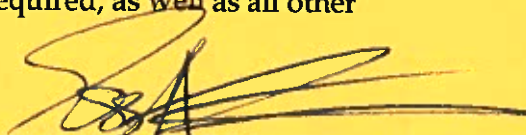
2. Information on job openings at and the application processes are available on the UNFCCC website:

<https://www.unfccc.int>

3. Kindly note that all applications must be submitted online through the online Recruitment system: <https://www.un.org/sg/en/vacancies/index.shtml>

4. Applicants are kindly asked to notify the candidatures Unit of the Ministry of Foreign Affairs and Regional Integration of their submitted applications, for information purposes only, through the following email address: vacancies.internationalorgs@mfa.gov.gh

5. The relevant job description with the qualifications required, as well as all other useful information is attached.


PETER ESSAIM ASANTE
DIRECTOR, HRM
for: HEAD OF SERVICE

ALL HON. MINISTERS

Attn: All Regional Co-ord Directors

ALL HON. CHIEF EXECUTIVES

Attn: All MMDCDs

United Nations Nations Unies

HEADQUARTERS | SIEGE | NEW YORK, NY 10017
TEL + 212 963 1234 | seniorleadershipvacancies@un.org

REFERENCE BOSG/SLA/2022/5

Executive Secretary, United Nations Framework Convention on Climate Change (UNFCCC)

The Secretariat of the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honour to request the nomination of candidates for the position of Executive Secretary of the United Nations Framework Convention on Climate Change (UNFCCC). This position is at the Under-Secretary-General level and is based in Bonn, Germany.

The Executive Secretary of UNFCCC is a member of the Secretary-General's Senior Management Group, and serves as a role model for the United Nations Values (Inclusion, Integrity, Humility and Humanity) and Behaviours Framework (Connect and Collaborate; Analyse and Plan; Deliver Results with Positive Impact; Learn and Develop; Adapt and Innovate) and the desired behaviours of the United Nations System Leadership Framework.

The Secretariat welcomes nominations to supplement the Secretary-General's search and consultations and would especially welcome the nomination of women candidates.

Background

The UNFCCC Secretariat is the United Nations entity tasked with supporting the global response to the threat of climate change. The UNFCCC has near universal membership (197 Parties) and is the parent treaty of the 2015 Paris Agreement and the 1997 Kyoto Protocol. Focusing in its early years largely on facilitating the intergovernmental climate change negotiations, the Secretariat today supports a complex architecture of bodies that serve to advance the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

In accordance with Decision 14/CP.1 of 7 April 1995, the Secretary-General appoints the Executive Secretary after consultation with the Conference of the Parties through its Bureau, for a three-year term.

Further information on UNFCCC is available on the following website: <https://unfccc.int/>

Nominations must be submitted through the following website: <https://www.un.org/sg/en/vacancies/index.shtml> by Friday, 24 June 2022 (midnight New York time).


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.

Duties and Responsibilities

The Executive Secretary leads the programme of work of the UNFCCC and the Climate Change Secretariat, whose functions include the following:

- make arrangements for sessions of the Conference of the Parties (COP) to the Convention, Meetings of the Parties to the Kyoto Protocol, and the Paris Agreement and their relevant subsidiary bodies, and provide them with services as required;
- ensure the provision of technical expertise and analysis and review of climate change information reported by Parties and other stakeholders in the implementation of the Convention, the Kyoto Protocol and the Paris Agreement;
- compile and transmit reports submitted to it;
- facilitate assistance to the Parties, particularly developing country Parties, on request, in the compilation and communication of information required in accordance with the provisions of the Convention, the Kyoto Protocol and the Paris Agreement;
- prepare reports on its activities and present them to the Conference of the Parties and Meetings of the Parties to the Kyoto Protocol and the Paris Agreement;
- ensure the necessary coordination with the secretariats of other relevant international bodies;
- enter, under the overall guidance of the Conference of the Parties, into such administrative and contractual arrangements as may be required for the effective discharge of its functions;
- perform the other secretariat functions specified in the Convention, the Kyoto Protocol and the Paris Agreement and other functions as may be determined by the Conference of the Parties and Meetings of the Parties to the Kyoto Protocol and the Paris Agreement; and
- support the engagement and involvement of non-party stakeholders in the implementation of the Convention, Kyoto Protocol and Paris Agreement.



Skills and Expertise

The Secretary-General is seeking an individual with the following attributes:

- demonstrated senior leadership experience with strategic vision and with an intimate understanding of the economy of climate action and knowledge of the issues involved in the climate change and sustainable development spheres;
- proven skills in managing complex organizations, such as intergovernmental, international non-governmental or multinational private sector entities;
- a proven track record of accomplishment at the regional, national or international level, including experience working in or with international organisations;
- demonstrated ability to work harmoniously in, and lead a multi-cultural team and establish cooperative and effective working relationships both within and outside the Organisation;
- demonstrated creativity in developing operational initiatives and proven ability to propose new ideas and lead on new ways of doing things in a manner that expands current thinking or traditional approaches; and
- high commitment to the values and guiding principles of the United Nations and familiarity with the United Nations system, including peacekeeping, human rights, humanitarian and development settings and challenges.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English is required. A working knowledge of another United Nations official language will be an advantage.

Human rights screening

In accordance with the policy for the nomination of candidates, the 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, including sexual exploitation and abuse, 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 investigation(s) 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 a criminal offence, including sexual exploitation and abuse, or 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 form, stating that

they (a) have not committed, been convicted of, nor prosecuted for, any criminal offence (excluding minor traffic offences); (b) have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law; (c) have not committed, been investigated for, been prosecuted for, had a finding against for, or been convicted of an offence for, engaging in sexual exploitation and/or abuse and (d) have not been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process.

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 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 a 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 Secretariat takes this opportunity of reiterating to the Permanent Missions to the United Nations the assurances of its highest esteem.

13 May 2022