

IFCCT Secretariat Manager

- Organization:** Geneva Graduate Institute
- Department:** Forum on Trade, Environment & the SDGs (TESS)
- Position:** Integrated Forum on Climate Change and Trade (IFCCT), Secretariat Manager
- Location:** Hybrid Geneva/home location or fully remote. Must be available to work within Central European Time (CET) working day with some after-hours obligations.
- Commitment:** Full time 100%
- Contract Type:** Fixed Length 1 year, with possibility of renewal
- Start date:** 1 May 2026
- Renewal:** Subject to programmatic need, performance and funds availability
- Reports to:** Executive Director, Forum on Trade, Environment, & the SDGs (TESS)
- Travel:** Some travel required
- Applications:** Interested applicants are invited to submit a current CV, a one-page letter of interest, and contact information for two references to info@tessforum.org, with "IFCCT Secretariat Manager" in the email subject line. Applications are due by 23 March 2026.

The Organization

The [Geneva Graduate Institute](#) is a higher education institution and a pioneer in the exploration of global issues. Through its core missions – academic research, teaching, expertise and forum activities – the Institute produces and share knowledge on international relations, development issues, global challenges and governance.

Housed within the Geneva Graduate Institute, the [Forum on Trade, Environment, and the SDGs \(TESS\)](#) supports multilateral dialogue, inclusive international cooperation, and policy action to align trade and trade policies with the urgent need for environmental action, sustainable development, and just transitions.

TESS and the [Columbia University Center for Global Energy Policy \(CGEP\)](#) have been invited to serve as the joint Secretariat of the [Integrated Forum on Climate Change and Trade \(IFCCT\)](#), with TESS serving as the Secretariat's anchor.

Following the launch of the IFCCT at COP30 in Belem, a consultative phase is being conducted by Brazil and Australia. The consultative phase is expected to close at the end of March 2026, with the substantive work of the initiative expected to commence in April 2026.

The Position

The Secretariat Manager will support the government Co-Presidents of the IFCCT to oversee the management of the Secretariat and implementation of the IFCCT's substantive work plan, in line with the Secretariat mandate established in the IFCCT's foundational documents.

The position requires strong collaboration with CGEP as the partner in the joint Secretariat and with existing TESS staff.

IFCCT values diversity and strongly encourages applicants from developing countries.

Key Responsibilities

1. Forum Oversight, Governance and Strategic Planning

- Support the IFCCT Co-Presidents to develop and implement an initial three-year roadmap for the IFCCT.
- Oversee the establishment and management of the IFCCT Secretariat in line with the mandate established in the IFCCT's foundational documents. Specifically, and as per the details set out in numbered paragraphs 2 – 11 below:
 - Establish a functioning anchor secretariat infrastructure – including fundraising, human resources, communications, record keeping.
 - Under the direction of the Co-Presidents, establish and support the IFCCT Expert Panel.
 - Support the IFCCT Co-Presidents to develop and implement the IFCCT's event and meeting agendas.
 - Support the IFCCT Co-Presidents through coordination of substantive inputs to the Forum.
 - Support the IFCCT Co-Presidents to engage with relevant international organizations and stakeholders, consistent with the mandate established in the IFCCT's foundational documents.

2. Fundraising and reporting

- Maintain a clear outlook on the funding needs and the overall financial picture of the IFCCT, in collaboration with the TESS Head of Operations.
- Identify and pursue funding for the IFCCT in a timely way to provide for uninterrupted delivery of the needs of the IFCCT Secretariat and the IFCCT's work plan.
- Facilitate liaison with donors and submission of documents requested.
- Oversee reporting on grants received.

3. Human Resources Management

- Contribute to the identification of staffing needs and the hiring process for IFCCT personnel.
- Collaborate with the TESS Head of Operations to oversee the execution of personnel contracts and support ongoing personnel contracts management.
- Oversee and manage the work of IFCCT direct reports, including the Manager - Events and Dialogue Logistics and staff responsible for policy and substantive support, publications and communications.

4. Forum Coordination

- Establish regular meetings of Forum Co-Presidents and Joint Secretariat and oversee work of the IFCCT team in preparing draft agendas and minutes.
 - Oversee management of the IFCCT email account by the IFCCT administrative assistant.
 - Ensure timely responses to all IFCCT incoming correspondence.
- 5. Communications Strategy and Oversight**
- Oversee development of the IFCCT website, social media accounts, and comprehensive institutional branding and style guide.
 - Establish and oversee protocols for media outreach and engagement.
 - Oversee the work of staff responsible for communications to develop and deliver an IFCCT communications strategy.
- 6. Publications Strategy and Management**
- Oversee the work of the policy, publications and communication staff to develop and deliver an IFCCT publications plan aligned to needs identified by the IFCCT Co-Presidents and sequenced to support events and milestones identified in the IFCCT work plan.
- 7. Forum Meetings and Events**
- Support the Co-Presidents, in collaboration with CGEP, to develop a work plan on an annual basis.
 - Maintain a clear overview of calendars and milestones across intergovernmental processes undertaking work relevant to climate and trade, including but not limited to the WTO and UNFCCC, as well as those of other initiatives focused on the trade and climate nexus, to identify opportunities and avoid duplication.
 - Supervise IFCCT team to ensure delivery of all logistical and substantive support necessary to effectively convene meetings of the Expert Panel, in line with the IFCCT work plan.
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- 8. Expert Panel Support**
- Establish and oversee MOUs with Expert Panel members.
 - Support the conclusion of contracts with the two Chairs of the Expert Panel.
 - Support the work of the Panel Co-Chairs, including in regard to the development of background papers, facilitation of peer review, and ensuring timely delivery and quality assurance of background papers.
- 9. Institutional and Stakeholder Liaison and Coordination**
- Support the IFCCT Co-Presidents to manage relationships with relevant international organizations in line with the vision and priorities established in IFCCT foundational documents.
 - Support the IFCCT Co-Presidents to manage relationships with stakeholders (civil society, private sector, academia), in line with the mandate established in IFCCT foundational documents.
- 10. Reports, Databases, Record-Keeping, Documentation and Information Management**
- Oversee the work of the IFCCT team in ensuring:

- Maintenance of archives of correspondence.
- Management of the calendar of meetings.
- Maintenance of an updated roster of Forum Members, Expert Panel members, and Secretariat personnel.
- Maintenance of database of members.
- Tracking decisions and actions, ensuring accountability and follow-up.
- Establishment and maintenance of document templates as well as version control and consistency across outputs.
- Production of non-negotiated, non-attributed summaries from IFCCCT meetings, and draft public-facing communications.

11. Administration and Finance

- Work with the TESS Head of Operations to ensure contracts, payments, and financial reporting are advanced in line with established procedures.
- Establish any relevant policies flowing from the confirmed foundational documents for the IFCCCT, including but not limited to an IFCCCT Travel Policy.
- Oversee work of the IFCCCT team to administer travel for IFCCCT Staff, Chairs, Expert Panel members, and participants according to the IFCCCT Travel Policy.

Key Skills, Qualifications and Competencies

- Education: Advanced degree in international law, international relations, environmental policy, law, sustainable development, economics, or a related field.
- Experience: At least 15-20 years of experience working with in multi-stakeholder and/or multilateral processes, such as in IGOs, NGOs, government or other institutions, preferably within climate, trade, or sustainable development contexts.
- Skills:
 - Demonstrated experience leading complex international projects, policy dialogues, or multi-stakeholder processes.
 - Strong facilitation and coordination abilities, with proven experience managing high-level meetings and stakeholder dialogues, including the diplomatic sensitivities that arise.
 - Strong understanding of secretariat management, good governance, and associated principles and protocols.
 - Excellent written and verbal communication skills, including drafting reports, briefs, and public-facing content.
 - Solid understanding of the institutional landscape and substantive issues on climate and trade in the context of the UNFCCC, WTO, and related organizations and processes.
 - Strong organizational and people management skills and disposition, with both strategic focus and attention to detail.
 - Proficiency in overseeing development and management of digital communication platforms, event coordination and information management tools.
- Attributes: Diplomatic, proactive, and collaborative; able to work with diverse stakeholders and handle sensitive issues with discretion.

- Languages: Excellent command of English, knowledge of other UN languages is an asset.