



VACANCY ANNOUNCEMENT

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 12/059/MDA
PUBLICATION/TRANSMISSION DATE:	6 August 2012
DEADLINE FOR APPLICATION:	4 September 2012
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FCA-2924-P3-009
INDICATIVE NET ANNUAL SALARY:	US\$ 56,091 to 62,803 (without dependents) US\$ 60,091 to 67,387 (with dependents) (plus variable post adjustment, currently 39% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY:	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Mitigation, Data and Analysis programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments.

Responsibilities

Under the guidance of the Manager of the RMT sub-programme, the incumbent provides technical, methodological and logistical support to the work of the sub-programme in relation to Annex I mitigation and sectoral issues. The incumbent should independently organize teams of experts in the conduct of in-depth reviews (IDR) of Annex I countries as well as provide technical guidance both within and external to the secretariat.

1. Coordinates in-depth reviews of National Communications (NC) from Annex I Parties to enhance the timely and accurate reporting, review and monitoring of implementation of the Convention, Kyoto Protocol and subsequent agreements and decisions of the governing bodies:

- (a) Coordinates the in-depth review (IDR) of several moderately complex national communications on national climate strategies relating to commitments of Parties under the Convention, the Kyoto Protocol (KP) and any subsequent agreements and decisions by governing bodies:
 - Recommends and assists in the selection of experts for inclusion in review teams; facilitates the work of lead reviewers and ensures procedural guidance is fully taken into account by the expert team while conducting reviews; and
 - Prepares for and organizes country visits, centralized and desk reviews. May adapt guidance provided by the COP, CMP and subsidiary bodies in the respective decisions and conclusion to the specific national circumstances of assigned countries;
- (b) Ensures that effective support is provided for the reviews of submissions by Annex I Parties by co-ordinating reviews of their submissions under the Convention and the KP; and
- (c) Ensures that effective support is provided to SBs and COP/CMP on NC matters, including preparing complex, high quality analytical papers and materials relating to the reviews of the NCs; overseeing drafting of technical reports on reviews and coordinating inputs of review experts; conducting policy analysis of national and international activities in the climate change area and the preparation of related reports.

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2. Ensures timely, substantive support to the intergovernmental processes at the Subsidiary Bodies (SBs) and other bodies established under the Convention on matters related to Measurement, Review and Verification (MRV) and emission reduction targets in assigned countries:

- (a) Provides substantive guidance to intergovernmental processes on matters related to MRV of developed country Parties ensuring SBs, other established bodies and COP/CMP are furnished with relevant guidance and information to effectively conduct negotiations on MRV;
- (b) Leads the organization of workshops and prepares documents and analyses on MRV for consideration by the subsidiary bodies and other established bodies and the COP/CMP ensuring they are of high quality to support the negotiations and to achieve the desired outcomes; and
- (c) Ensures provision of the SBs and other established bodies with timely and relevant authoritative guidance and information on matters relating to climate policies and mitigation targets for developed countries to enhance the effective conduct of negotiations.

3. Ensures substantive cross sub-programme support to the GHG inventory review process for Annex I Parties under the Convention and the Kyoto Protocol during periods of high workload.

4. Knowledge Management:

- (a) In partnership with the Secretariat's Knowledge Management service, contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to the UNFCCC's mandate, processes, practices and lessons learned.

5. Performs any other job related activity:

- (a) Required to meet sub-Programme, overall MDA programme as well as secretariat-wide mandates, goals and objectives.

Requirements

- University degree in Economics, Environmental science, Social science, Engineering or a related discipline.
- At least 5 years of relevant progressive and professional experience, including on issues related to climate change, national mitigation actions, greenhouse gas inventory and negotiations under the UNFCCC. Two (2) years of relevant experiences in an international setting an asset.
- Expert Knowledge in climate change policies, reporting and review under the UNFCCC and the Kyoto Protocol, and negotiations under the UNFCCC.
- Planning, organisational and team building skills.
- Fluency in written and spoken English. Working knowledge of another UN language is an asset.

Evaluation criteria

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Ability to provide thorough, well reasoned contributions to documents and papers.

Technological Awareness: The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

To apply

Candidates whose qualifications and experience match the requirements for this position, please use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

- 1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
- 2. Service is limited to the UNFCCC secretariat.**
- 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.**