



VACANCY ANNOUNCEMENT
SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME
Strategy and Policy Development (SPD) Unit

VACANCY ANNOUNCEMENT NO:	VA 12/033/SDM
PUBLICATION/TRANSMISSION DATE:	20 April 2012
DEADLINE FOR APPLICATION	19 May 2012
TITLE AND GRADE:	Programme Officer (P4, Team Lead, Negotiations Support)
POST NUMBER:	FCA-2933-P4-002
INDICATIVE NET ANNUAL SALARY:	US\$ 67,483 to 74,645 (without dependents) US\$ 72,467 to 80,349 (with dependents) (plus variable post adjustment, currently 49.4% 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 Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint Implementation (JI). The Strategy and Policy Development Unit supports the development of current and future market-based mechanisms, including through supporting intergovernmental negotiations and interactions with other national and regional developments related to emissions trading and offset mechanisms.

Responsibilities

Under the direct supervision of the Manager, Strategy and Policy Development (SPD), and the general supervision of the Director, Sustainable Development Mechanisms (SDM), the incumbent is responsible for leading the Negotiations Support Team in SPD. In this capacity he/she is responsible for all aspects of planning, supporting, coordinating, and reporting on the secretariat's support to negotiations on new market based mechanisms and various related approaches. He/she will also support other parts of SPD's activities related to strategic development of existing mechanisms, and the positioning of these in the post-2012 carbon markets. As a related duty, the incumbent will also directly support the Office of the Director through coordination of a range of thematic and program management activities related to the day-to-day work of SDM and in support of processes concerning the Clean Development Mechanism (CDM) and Joint Implementation (JI). In particular, the incumbent:

1. Takes an active/lead role in the support for negotiations related to new market based mechanisms , which includes the development of policy recommendation and technical reports; ensuring effective support (planning, organisation and substantive services) in the preparations of meetings and workshops related to the negotiations support area and during in-session meetings; provides authoritative guidance in that area to other negotiation teams in the secretariat, respective chairs and co-chairs; prepares briefs, speeches, reports;

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2. Monitors and reviews the development in the area of flexible mechanisms, identifies issues and trends; prepares analysis, formulates and recommends proposals for strategies and measures to assist the Office of the Director SDM to establish the foundation of a framework for various related approaches; facilitates, on behalf of the Director, the operational, strategic development and implementation of the CDM/JI work programmes, with a view to optimising their process-efficiencies;
3. Provides technical leadership with accountability for workplan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's workplan goals and objectives in the area of support to negotiations on new market based mechanisms and the various related approaches. Manages the unit's human resources component with accountability for proposing specific work activities, conducting performance appraisals and foster teamwork.
4. Liaises and partners with interested groups and management in the secretariat in the planning and implementation of SPD activities; fosters partnership by participating in activities related to development of CDM and JI, and in particular, those related to new mechanisms under negotiation, or Nationally Appropriate Mitigation Actions (NAMAs).

Requirements

- Advanced university degree in international relations, environmental or natural science, environmental law, business administration, economics or public policy. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree.
- At least seven (7) years of relevant progressive and professional experience in research and analysis of political, policy and financial issues related to the project-based mechanisms, carbon markets and emission trading systems. Two years in an international environment is a requirement. Proven record of leading a team, a project or strategic work stream.
- Some experience in either of the following areas namely project-based mechanisms, carbon markets, emission trading schemes is required. Experience in international negotiations is highly desirable.
- Strong negotiation, analytical and strategic thinking/planning skills are desirable.
- Fluency in English (oral and written). Working knowledge of another UN language desirable.

Evaluation criteria

Professionalism: Familiarity with and experience in the use of various research methodologies and sources. Ability to plan, develop, implement, monitor and evaluate major projects. The capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges. Ability to provide sound technical advice to managers.

Commitment to Continuous Learning: Willingness to keep abreast of and promote new developments in the appropriate professional field.

Communication: Ability to act as an effective spokesperson internally and externally. The capacity to draft clear concise high quality reports or documents relating to area of professional expertise.

Technological Awareness: Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Teamwork: Ability to establish good interpersonal skills and to maintain effective working relations in a multi-cultural organization. Ability to gain the assistance and cooperation of others through the demonstration of leadership.

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.**