



VACANCY ANNOUNCEMENT
SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME
Process Management Unit

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| VACANCY ANNOUNCEMENT NO: | VA 12/015/SDM |
| PUBLICATION/TRANSMISSION DATE: | 27 February 2012 |
| DEADLINE FOR APPLICATION | 27 March 2012 |
| TITLE AND GRADE: | Project Assistant (Databases and Workflows), G-5 |
| POST NUMBER: | CDM-2933-V510-G5-001 |
| INDICATIVE NET ANNUAL SALARY: | Euro 35,195 plus 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 Protocol mechanisms, the Clean Development Mechanism (CDM) and Joint Implementation (JI). The Process Management unit coordinates the implementation of work programmes of constituted bodies and their panels and working groups and SDM inputs to, and support of, intergovernmental bodies.

Responsibilities

Under the direct supervision of the Associate Programme Officer, Process Management Unit and under the general guidance of the Team Lead, PMU the incumbent performs administrative, technical and advisory functions related to the implementation of procedures and the operation of web interfaces and related databases for the CDM registration and issuance processes. In particular, the incumbent:

1. Operates web interfaces and databases related to the CDM registration and issuance process to ensure smooth electronic workflow operations; reviews publicly available information regarding current status of CDM project activities and takes action to display relevant information on the UNFCCC CDM website and related extranets; monitors the completeness of data submitted by Designated Operational Entities (DOE), Experts and CDM Executive Board (CDM EB) members relating to requests for registration and issuance in the CDM project cycle, recommending corrective action in accordance with applicable procedures and guidelines;
2. Liaises independently with DOEs, Experts and other CDM stakeholders to facilitate the submission of documentation; tracks timelines for the submission of inputs and circulates reminders to DOEs, Experts and staff within the programme to ensure adherence to deadlines and any deviations therefrom; provides instructions to DOEs on the use of the databases and the internet interface; provides, and where necessary coordinates with substantive SDM staff, responses to general inquiries related to the use of the databases;

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3. Provides appropriate guidance to CDM stakeholders on procedures and relevant options applicable to general and case-specific procedural matters; assesses requests for clarification/assistance and procedural submissions to determine applicability of existing procedural frameworks, and highlights exceptional cases for substantive guidance or escalation, as appropriate;
4. Performs routine checks and implements quality control procedures in relevant databases, supports and maintains automated and manual tracking systems where appropriate; suggests options to optimise the management of data through workflow improvements; provides feedback and input to the development and acceptance testing of databases and related electronic workflows;
5. Processes and files documentation on CDM registration and issuance procedures that are supported or partially supported by the currently developed CDM-Information System; reflects and tracks status changes and provides feedback on action taken to supervisor.
6. Extracts, compiles and prepares different formats of statistical data from the CDM-Information System for internal data analysis and to support unit inputs to meetings, workshops and internal reports; creates detailed documentation files as necessary for CDM EB members and internal colleagues as and when required.

Requirements

- Completed secondary education. Supplemental courses/technical training in business administration, business analysis, information systems, finance, reporting or equivalent is an asset.
- At least five (5) years of relevant experience working in an office support function. Experience in working with project-based mechanisms, accreditation, certification bodies and experience in working with multiple external counterparts, documents review and content verification would be considered an asset. Experience in working in international environment is also desirable.
- Good knowledge of computer software, especially database management systems, spreadsheet applications and Internet use. Analytical, organizational, communication and computer skills.
- Fluency in written and spoken English. Working knowledge of other United Nations languages is an asset.

Evaluation criteria

Professionalism: Very good understanding of the functions of the post.

Communication: Very good communication skills (spoken and written) including ability to draft and edit standard correspondence.

Planning & Organizing: Very good organizational skills and ability to handle work in an efficient and timely manner. Ability to set and meet priorities.

Client (service) oriented: Proven service-oriented approach to tasks.

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

Technological awareness: Fully proficient computer skills including the use of software packages such as Word (including document formatting), Excel, Power Point, internal databases and other relevant software applications.

Commitment to Continuous learning: Proactive and mature attitude towards self-development.

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. **This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.**
2. **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.**