



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Joint Implementation (JI) Sub-programme

VACANCY ANNOUNCEMENT NO:	VA 09/013/SDM
PUBLICATION/TRANSMISSION DATE:	26 February 2009
DEADLINE FOR APPLICATION	27 March 2009
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FCA-2933-P3-001
INDICATIVE NET ANNUAL SALARY:	US\$ 53,629 to 60,046 (without dependents) US\$ 57,453 to 64,429 (with dependents) (plus variable post adjustment, currently 46.9 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 is supporting 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 JI Section supports the activities of the Joint Implementation Supervisory Committee (JISC) and its supporting bodies in their functions of operationalization and maintenance of the verification procedure under the JISC (JI Track 2 procedure). It also assists the intergovernmental process and provides information to the public on Article 6 of the Kyoto Protocol in general.

Responsibilities

Under the direct supervision of the Programme Officer, Project Cycle Team (PCT) and general guidance of the Manager of the Joint Implementation (JI) subprogramme, the incumbent provides substantive support on policies, systems, standards, and services related to the JI project cycle work (determinations, verifications) under the verification procedure under the Joint Implementation Supervisory Committee (JISC). He/She will support the SDM/Joint Implementation methodological, operational and institutional issues related to the JI project cycle.

- a) Provides substantive and procedural support on issues relating to Article 6 under the Kyoto Protocol (joint implementation) thereby facilitating the implementation of related Guidelines, decisions by the Conference of the Parties (COP), the COP serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the Joint Implementation Supervisory Committee (JISC) by, inter alia:

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- Preparing draft agendas, reports and ensuring that documents are available on time to the JISC;
 - Researching, analyzing and presenting recommendations to facilitate the decision-making of the JISC;
 - Supports the servicing of the JISC and its ad hoc panels, working groups and related engagement of experts;
 - Undertaking outreach activities, conducting training workshops, technical workshops and JISC roundtable interactions with stakeholders;
 - Supports the Team Lead for PCT in executing the assigned programme of work and reporting on achievements.
- b) Assist towards the implementation of procedures relating to JI by:
- Providing substantive support to the operation of the project submission process and interaction with accredited independent entities and/or project participants on project cycle issues;
 - Being responsible for completeness of documents submitted by project participants and independent entities to ensure that required procedures and criteria are fully met;
 - Researching, analyzing and presenting recommendations regarding effective and efficient work process/work flows.
- c) Provides substantive support to the intergovernmental process (COP/CMP, Subsidiary Bodies, JISC) relating to JI by;
- Contributing to the preparation of reports, documents, background papers and technical studies for consideration by Parties on the basis of comprehensive analysis;
 - Providing technical and substantive guidance relating to JI for use by the Chairs of the relevant bodies before and during sessions in order to facilitate negotiations;
 - Preparing of briefing notes, agendas and presentations.
- d) Liaises with other United Nations and international bodies, Parties, IGOs and NGOs as well as the private sector on issues and activities relating to JI by:
- Attends conferences, workshops and seminars to collect information and hold discussions with colleagues;
 - Recommending actions to facilitate the cooperation with UN entities, Parties, IGOs, NGOs and stakeholders;
 - Maintaining working relationships amongst interested actors, as appropriate, in the area of JI with the aim of enhancing the understanding of JI issues and the building of capacity in the area of specialization.
- e) Performs other related duties as requested;

Requirements

- First level university degree (Bachelor or equivalent) in economics, business administration, management; science; environment studies or a related discipline.
- At least five (5) years of progressively responsible related experience, at national and/or international level in research, evaluation and/or policy development. Work experience in the area of Project-based Mechanisms would be an asset.
- Fluency in English. Working knowledge of other UN languages is an asset.

Evaluation criteria

Professionalism:

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

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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

In order to apply for this vacancy please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the "apply" link next to the vacancy announcement.

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.**