



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

**VACANCY ANNOUNCEMENT**  
**- RE-ADVERTISEMENT -**

**SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**

**Clean Development Mechanisms (CDM)**

**- Methodologies -**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 08/086/SDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>22 October 2008</b>
<b>DEADLINE FOR APPLICATION</b>	<b>20 November 2008</b>
<b>TITLE AND GRADE:</b>	<b>Manager, P-5</b>
<b>POST NUMBER:</b>	<b>FRA-2933-V003-P5-002</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 75,432 to 80,842 (without dependents)</b> <b>US\$ 81,197 to 87,304 (with dependents)</b> <b>(plus variable post adjustment, currently 65.8% of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

**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 Methodologies Unit supports the CDM Executive Board in the process of approval of new, consolidated and revised methodologies.

**Responsibilities**

Under the general guidance and supervision of the Coordinator CDM, the incumbent guides and manages the CDM methodologies unit, advises the CDM Executive Board (CDM EB) on related policy issues and provides the CDM Coordinator with policy options on strategy development and implementation. The manager monitors the work of several teams led by senior professionals ensuring that substantive work-programmes and programmed activities are carried out to the highest professional quality standard, in a timely manner and impartially meeting the objectives and expectations of the CDM EB, government and private sector clients and actors involved in the CDM. The manager participates in the operational management of the CDM sub-programme and coordination of work with internal and external actors.

- a. Provides direct strategic advice to the CDM Coordinator on key issues related to the implementation of cooperative mechanisms and the CDM. As Deputy Secretary to the CDM EB, provides the Chair and Vice-Chair of the Executive Board of the Clean Development Mechanism (CDM-EB), and officers of inter-governmental bodies (COP/MOP) with substantive input to ensure the CDM EB achieves its mandate and the objectives of its management plan, in particular:
  - Translates general organization objectives into concrete strategy and policy proposals and develops plans of action to effectively implement the proposals;
  - Organizes the implementation of overall strategies and intra and inter-divisional/departamental policies and procedures;
  - Monitors whether substantive inputs from teams in the methodologies unit meet the defined objectives of the CDM with regard to methodological issues.
- b. Leads in the formulation, organization and management of activities undertaken by the unit in the area of methodologies, in order to ensure that substantive work programmes and programmed activities are carried out in a timely manner, diversely coordinating projects within the sub-programme, the secretariat and with other organizations, in particular:
  - Responsible for the preparation of the management action plan for the unit, input for the work programme of the sub-programme, determining priorities, and allocating resources for the completion of outputs and their timely delivery;
  - Guides the development of service strategies for the unit in conformity with decisions of the CDM EB, Methodologies Panel, Small-Scale and Aforestation and Reforestation Working Groups and any committees formed;
  - Defines service strategies for private and public sector entities engaged in the development, revision and clarification of CDM methodologies and tools, including relevant certifying companies relating to the CDM methodologies processes;
  - Provides policy and guidelines for the CDM Information System and associated interfaces in the area of methodologies meets expectations of international public users and those of the various internal and external actors in CDM related internal and external work flows supported by the system.
- c. Functions as head of a team, in particular:
  - Coordination, leadership and supervision of the performance of activities and adherence to the core values of the UN and UNFCCC;
  - Guidance on programmatic/administrative tasks necessary for the functioning of the CDM methodologies unit, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparing inputs for results-based budgeting, interviewing and evaluating candidates for job openings, evaluation of staff performance (PAS);
  - Contribution to the reporting on budget/programme performance or on programmatic/ substantive issues, as appropriate, particularly those presented in biannual and/or annual reports;
  - Foster teamwork and communication among staff in the unit and across organizational boundaries.
- d. Fosters methodologies unit contribution to the inter-governmental process by:
  - Leading in the preparation of position papers and reports for presentation to intergovernmental bodies by providing programmatic/substantive reviews of draft position papers and reports prepared by others on related issues;
  - Representing the secretariat at inter-agency meetings, seminars, etc. on substantive-related issues by delivering presentations, keynote addresses and expert input on technical and political sensitive matters, keynote addresses to audiences ranging from senior private and public sector experts to broadly spread large audiences including events which are broadcast live via the internet.

### Requirements

- Advanced university degree in economics or international affairs, preferably including development economics or environmental economics, environmental science or a related discipline. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree.
- At least ten (10) years of relevant work experience of which at least three years should have been in an international environment. Relevant work experience in the area of sustainable development mechanisms, and preferably related to CDM, is essential. Experience servicing international negotiation processes and working with national delegates is an asset.
- Fluency in English. Working knowledge of at least one other UN language.

### Evaluation criteria

#### **Professionalism:**

Expert knowledge in the field of work under his/her responsibility.

Ability to produce high-quality outputs on key technical issues.

The capacity to review, evaluate and direct the technical work of staff under his/her supervision.

Ability to identify key strategic issues.

Tact and negotiating skills.

#### **Commitment to Continuous Learning:**

Extremely proactive in the understanding and promotion of new developments in the appropriate field of work.

#### **Communication:**

Excellent spoken and written communication skills, ability to defend and explain difficult issues with respect to key decisions.

Proven ability to communicate complex concepts orally.

Willingness and ability to act as a spokesperson and promoter both internally and externally.

#### **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:**

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

#### **Judgement/Decision-making:**

Excellent judgement and proven decision-making skills.

The capacity to analyse problems and develop innovative, effective solutions.

Ability to display initiative, resourcefulness and imagination.

Ability to harness and direct resources to best effect.

#### **Leadership:**

Proven managerial and leadership skills.

Ability to integrate professional knowledge together with pragmatic objectives to produce a results-orientated work programme for individuals and teams.

Proven record of building and managing teams and creating an enabling environment.

Excellent proven ability to lead, supervise, mentor, develop and encourage good performance.

**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.**