



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

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Clean Development Mechanism (CDM)

- Process Management -

VACANCY ANNOUNCEMENT NO:	VA 09/033/SDM
PUBLICATION/TRANSMISSION DATE:	19 May 2009
DEADLINE FOR APPLICATION	17 June 2009
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	CDM-2933-V501-P3-013
INDICATIVE ANNUAL SALARY:	US\$ 53,629 to 60,046 net (without dependents) US\$ 57,453 to 64,429 net (with dependents) (plus variable post adjustment, currently 51.7 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 Process Management section of its CDM sub-programme is responsible for operationalization of major processes and systems mandated under the CDM, such as support to the CDM Executive Board, Information Management, and operation of the CDM Registry.

Responsibilities

Under the direct guidance of the Manager, CDM Process Management, the incumbent supports the planning and monitoring as well as managing the coordination of the work emanating from the three functional areas of CDM (Accreditation and Project Assessment, Process Management, Methodologies), cross cutting support functions and the CDM Executive Board (CDM EB) and leads the EB and CMP Support Team. The particular duties include:

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- a. Leading the implementation of the work programme of the Executive Board (EB) and CMP (in full) Support Team, in particular by:
- Monitoring the servicing of EB meetings, designs work flows and the approaches for the preparation of documents including agendas and reports and logistical support
 - Coordinating the timely delivery of inputs from the functional as well as cross cutting areas of CDM for EB meetings
 - Supporting the work of the CDM sub-programme and the negotiations during sessions of the CMP
- b. Participates in the planning, development and implementation of the evolving strategic and operational objectives relating to the Clean Development Mechanism (CDM) functional areas of Accreditation and Project Assessment, Process Management, Methodologies, the cross cutting support functions, by;
- Identifying, assessing and monitoring priorities, trends and policies in order to incorporate them into the programme activities;
 - Reviewing relevant documents and reports, identifying issues to be addressed and formulating options on how to address issues;
 - Liaising with relevant partners;
 - Assisting in policy development, including the review and analysis of emerging substantive issues and trends related to the work of the CDM functional areas and organizational matters relating to strategy, policy, goal setting and programme development;
 - Preparing various written outputs, e.g. draft background papers, analysis, sections of reports;
 - Liaising with other UN, and international bodies, Parties and other stakeholders on issues and activities related to the CDM functional areas; developing modalities actions to facilitate cooperation and assist in maintaining working relationships amongst interested actors.
- c. Contributes in the effective management of the CDM Process Management Unit by supporting the Manager in the implementation, development and enhancement of CDM coordination mechanisms, in particular by;
- Acting as focal point to the operational and strategic coordination groups in the CDM sub-programme including drafting of agendas, preparing option papers or other substantive documentation on issues and ensuring substantive follow up;
 - Identifying outstanding issues and follow-up actions from previous meetings of the CDM Executive Board (EB);
 - Reviewing reports and documents to identify matters that need to be considered, developing scenarios and briefing notes.
- d. Undertakes other tasks as requested

Requirements

- University degree in development economics or environmental economics, law, environmental science, business science, international affairs or a related discipline.
- At least five years of relevant professional experience in the area of environment/project/ programme management. Good understanding of the CDM procedures and experience in an international negotiation process and constituted bodies is an asset.

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- Fluency in oral and written English is required. Working knowledge of French and/or other UN languages desirable

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.

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.**