



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

**VACANCY ANNOUNCEMENT**

**SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**

**Clean Development Mechanism (CDM)**

**- Accreditation Unit-**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 08/E065</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>30 July 2008</b>
<b>DEADLINE FOR APPLICATION</b>	<b>28 August 2008</b>
<b>TITLE AND GRADE:</b>	<b>Programme Officer, P-3</b>
<b>POST NUMBER:</b>	<b>FRA-2933-V003-P3-002</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 52,408 to 58,679 (without dependents)</b> <b>US\$ 56,145 to 62,962 (with dependents)</b> <b>(plus variable post adjustment, currently 73.3 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 Accreditation Team of the CDM sub-programme supports the CDM Executive Board in its mandate to accredit operational entities.

**Responsibilities**

Under the general guidance of the Coordinator of the CDM sub-programme in the Sustainable Development Mechanisms programme and the direct supervision of the Programme Officer (P-4) of the Accreditation Unit, the incumbent provides technical and substantive support towards the implementation of the work programme on accreditation of operational entities under the CDM. In particular the incumbent:

1. Provides substantive, technical and procedural support on issues relating to the accreditation and designation of operational entities thereby facilitating the implementation of the modalities and procedures, meeting technical and methodological aspects of the CDM, decisions by the Conference of the Parties (COP), and Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP) and the Executive Board, *inter alia*:

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- (a) Ensuring conformity of technical and methodological requirements of activities relating to the accreditation process of operational entities;
    - b) Researching, analyzing and recommending options to facilitate the decision-making of the CDM Accreditation Panel and CDM assessment teams;
  - (b) Being responsible for completeness of documentation with respect to technical and methodological aspects submitted by applicant entities and assessment teams to ensure that required procedures and criteria are fully met;
    - d) Being responsible for checking the assessment findings of the assessment teams in meeting the substantive, technical and methodological requirements established by the CDM Executive Board;
  - (c) Preparing draft agendas, reports, and other information products for the consideration of the CDM Executive Board, panels, committees and working groups established by the CDM Executive Board in the area of specialization.
2. Monitors the implementation of procedures relating to the accreditation of operational entities under the CDM by:
    - a) Making decisions within the implementation process on related procedures;
    - b) Researching, analyzing and making recommendations and options on meeting the emerging technical and substantive needs of the CDM accreditation process;
    - c) Researching, analyzing and presenting recommendations regarding effective and efficient work processes/work flows;
    - d) Providing guidance and inputs on technical and methodological issues to other staff members.
  3. Provides substantive and procedural support to the intergovernmental process (COP/MOP, subsidiary bodies) relating to the CDM, including on legal issues, by:
    - a) Preparing substantive inputs to mandated reports for consideration by Parties on the basis of a comprehensive analysis;
    - b) Provide technical and substantive guidance relating to the CDM and its accreditation process for use by the Chairs of the relevant bodies before and during sessions in order to facilitate negotiations.
  4. Liaises with other UN and international bodies, Parties, IGOs and NGOs as well as the private sector on issues and activities relating to the CDM project cycle, methodological aspects and the areas of specialization by:
    - a) Participating in conferences, workshops and seminars and making technical presentations as appropriate;
    - b) Recommending actions to facilitate the cooperation with UN entities, Parties, IGOs, NGOs and stakeholders; c) Assist in maintaining working relationships amongst interested actors, as appropriate, in the area of specialization with the aim of enhancing the understanding of CDM issues and the building of capacity in the area of specialization.
  5. Undertakes other tasks as requested.

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### Requirements

- First level university degree (Bachelor or equivalent) in economics, business administration, international affairs, social science, preferably including development economics or environmental economics, environmental science or a related discipline. Qualifications in the area of accreditation and a suitable legal background is an asset.
- At least five (5) years of directly related experience. Two (2) years of relevant experience in an international work environment is an asset.
- Supervisory experience, quality or environmental management system auditing experience and/or work experience in the area of project-based mechanisms are asset.
- Fluency in English. Working knowledge of other UN languages is an asset.

### Evaluation criteria

#### **Professionalism:**

The capacity to identify problems/issues and participate 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 the 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

Quoting Vacancy Announcement Number 08/E065, applicants are requested to complete and submit a United Nations Personal History form (P11) to be found on our website [unfccc.int](http://unfccc.int) - at this stage no signature is needed on the P11 form - preferably via email to [vacancies@unfccc.int](mailto:vacancies@unfccc.int) or by fax/regular mail to:

**Chief Human Resources Unit  
Climate Change Secretariat (UNFCCC)  
P.O. Box 260 124  
D-53153 Bonn, Germany  
Fax (49-228) 815-1999**

#### **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.**