



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

UNFCCC Internal/External Vacancy Announcement

REPORTING, DATA AND ANALYSIS (RDA) PROGRAMME  
- Integrated Information Systems (IIS) sub-programme -

VACANCY ANNOUNCEMENT NO:	UNFCCC Internal/External VA 06/E038
PUBLICATION/TRANSMISSION DATE:	19 December 2006
DEADLINE FOR APPLICATION:	16 January 2007
TITLE AND GRADE:	Manager, P-5
POST NUMBER:	FCA-2922-P-5-002
INDICATIVE NET ANNUAL SALARY:	76,148 (with dependents) 70,742 (without dependents), plus applicable post adjustment, UN benefits and pension fund
DURATION OF APPOINTMENT:	one year and half, 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 RDA programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts, registry systems and policy instruments. (*Further details can be found on the UNFCCC website: [unfccc.int](http://unfccc.int) )*

**Responsibilities**

Under the direct supervision of the Coordinator (D1) of the Reporting, Data and Analysis (RDA) programme, the incumbent manages, leads and guides the Integrated Information Systems (IIS) sub-programme in achieving its goals, in particular:

1. Supervising, guiding and managing staff of the sub-programme, and delegating relevant responsibilities to them to achieve sub-programme goals, including monitoring progress of activities and of the performance of sub-programme staff; raising supplementary funds for necessary activities; monitoring budgets and expenditures; and deciding on relevant follow-up actions.

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2. Providing authoritative technical leadership and policy guidance to the sub-programme on issues relating to its work, including support to Parties, the COP, COP/MOP and the subsidiary bodies, through conceptualizing, developing strategy for and overseeing design and implementation of complex and interrelated IT projects in a holistic and consolidated way in order to ensure reliable functioning of the secretariat's information systems in support of implementation of the Convention and the Kyoto Protocol, including greenhouse gas emissions data and international transaction log. Identifying and planning for future needs. Developing and monitoring performance measures, ensuring that projects meet established time and cost parameters and standards of technical quality.
3. Cooperating and collaborating with others in the secretariat, to ensure that the work of the sub-programme is informed by and of other relevant activities in other programmes and clusters. Contributes to achieving the overall strategic goals of the secretariat.
4. Enhancing cooperation by liaising with Parties, including on the preparation and submission of the relevant data and information, including proper functioning of the international transaction log and GHG information systems; building and consolidating partnerships with external actors, in particular with UN agencies, in the areas related to submission and processing of climate-relevant information.
5. Participating in the overall management of the secretariat-wide activities; supporting activities of the programme according to the general guidance from the Coordinator; deputizing for the Coordinator when required.
6. Performing other duties as required.

#### Requirements

- University degree in computer sciences, electronic engineering, information systems or a related discipline and proven record of first-hand knowledge and experience in software deployment.
- At least 10 years of progressively responsible professional experience in software applications, such as development and implementation, maintenance and upgrading of complex information systems and databases, including experience in developing and overseeing large centralized and distributed systems.
- Fluency in written and oral English and working knowledge of at least one other UN language.

#### Core 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.

#### Managerial Evaluation Criteria

**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.

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**To apply**

Quoting Vacancy Announcement Number **06/E038**, applicants are requested to complete and submit a United Nations Personal History form (P 11) - to be found on our website **unfccc.int** - preferably via email to: **vacancies@unfccc.int**

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

United Nations staff should apply using an updated UN Personal History Form (P 11) as well as attaching a copy of their latest PAS.

**Please note:**

- **Qualified women candidates and candidates from developing countries are particularly encouraged to apply.**
- **Service is limited to the UNFCCC Secretariat.**
- **Only candidates under serious consideration will be contacted for an interview.**