



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

**UNFCCC Internal/External Vacancy Announcement**

**REPORTING, DATA AND ANALYSIS (RDA) PROGRAMME**  
**- Review and Analysis subprogramme -**

**VACANCY ANNOUNCEMENT NO. :** UNFCCC Internal/External VA 06/E021  
**PUBLICATION/TRANSMISSION DATE:** 18 July 2006  
**DEADLINE FOR APPLICATION:** 15 August 2006  
**TITLE AND GRADE:** Programme Officer, P-4  
**POST NUMBER:** FCA-2922-P-4-003  
**INDICATIVE NET ANNUAL SALARY:** US\$ 59,132 net salary (without dependents)  
US\$ 63,499 net salary (with dependents) plus applicable post adjustment  
**DURATION OF APPOINTMENT:** One and half years, with possibility of extension  
**DUTY STATION:** Bonn, Germany  
**EXPECTED DATE FOR ENTRY ON DUTY:** as soon as possible

**Responsibilities**

Under the direct supervision of the Manager (P5) of the Review and Analysis subprogramme, the incumbent leads in-depth reviews of national communications from Annex I Parties and reviews of GHG inventories, in particular:

1. Conducts reviews in accordance with guidance provided for this purpose by the COP, COP/MOP and subsidiary bodies in their respective decisions and conclusions. Ensures that this guidance is fully taken into account by the experts while conducting reviews, if necessary, adapts this guidance to the specific national circumstances of the countries reviewed by:
  - coordinating the in-depth review (IDR) of several national communications from Annex I Parties on national climate strategies relating to commitments of Parties under the Convention and the Kyoto Protocol;
  - coordinating the review (in-country, centralized and desk) of several national GHG inventories from Annex I Parties under the Convention and the Kyoto Protocol.
2. Prepares for and organizes teams of review experts to evaluate and/or verify information reported in the national communications and inventory submissions; oversees drafting technical summary reports in collaboration with experts.
3. Advises the Manager of the subprogramme on names of experts nominated by Governments of Parties and intergovernmental organizations for inclusion in expert teams, after evaluating their experience, competence and ability to perform the tasks required, taking into account geographical and gender balance.

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4. Provides authoritative guidance in supporting the COP, COP/MOP and the subsidiary bodies of the Convention and the Kyoto Protocol, through analysis of policy issues related to consideration of national communications and GHG inventories; coordinating the work related to the review of the GHG emission inventories and national communications; leading the analyses of policy instruments related to combating climate change, including emissions trading; assists the Manager in the provision of relevant advice to the secretariat on issues related to the work of the subprogramme; represents the unit at international and regional meetings and workshops.
5. Performs other duties as required.

#### **Qualifications**

- Advanced university degree in Economics, Environmental Sciences, Social Sciences, Engineering, or a related discipline.
- At least seven years of progressively responsible professional experience, including on issues related to climate change and negotiations in an international context, of which two years should have been in an international environment.
- Fluency in written and oral English and working knowledge of at least one other UN language.

#### **Evaluation Criteria**

##### **Professionalism :**

- Familiarity with and experience in the subject matter, including substantive as well as institutional and procedural issues.
- Ability to plan, develop, implement, monitor and evaluate major projects.
- Capacity to analyse complex professional issues and to develop well-reasoned, innovative solutions to associated challenges.
- Ability to provide sound technical advice to managers.

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

- Willingness to keep abreast of, and promote new developments in the appropriate professional field.

##### **Communication:**

- Ability to act as an effective spokesperson internally and externally.
- The capacity to draft clear concise high quality reports or documents relating to the responsibilities of this post.

##### **Technological Awareness:**

- Good conceptual understanding of the role of information and communication technologies and systems in the provision of capacity-building and related support.

##### **Teamwork:**

- Ability to establish good interpersonal skills and ability to maintain effective working relations in a multi-cultural organization.
- Ability to gain the assistance and cooperation of others through the demonstration of leadership.

#### **To apply:**

Quoting Vacancy Announcement Number **06/E021** applicants are requested to complete and submit a United Nations Personal History form (P-11) - to be found on our website [unfccc.int](http://unfccc.int) - to:

Chief, Human Resources Unit  
Climate Change Secretariat (UNFCCC)  
P.O. Box 260 124  
D-53153 Bonn, Germany  
Fax (49-228-815-1999), email: [vacancies@unfccc.int](mailto:vacancies@unfccc.int)

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

#### **Please note:**

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