



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

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME
- Management and Coordination (M & C) -

VACANCY ANNOUNCEMENT NO:	VA 08/E001
PUBLICATION/TRANSMISSION DATE:	22 January 2008
DEADLINE FOR APPLICATION	20 February 2008
TITLE AND GRADE:	Programme Evaluation and Management Officer, P4
POST NUMBER:	FRA-2933-V003-P4-005
INDICATIVE NET ANNUAL SALARY:	US\$ 63,052 to 69,744 (without dependents) US\$ 67,709 to 75,074 (with dependents) (plus variable post adjustment, currently 61.8% 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.

Responsibilities

Under the direct supervision of the Director of Sustainable Development Mechanisms and being guided by the Administrative Guidelines of the UNFCCC Secretariat, and by the UN Rules and Regulations, the incumbent provides business management leadership for the overall management of SDM financial, administrative and resource mobilization resources by assisting directly the Director SDM and the managers of the Clean Development Mechanism (CDM) and Joint Implementation (JI) sub-programmes.

1. Coordinate activities related to programme monitoring, evaluation and implementation within the SDM programme by monitoring of the programme performance within the framework of results-based management by:
 - a) Recommending remedial actions to improve programme implementation;
 - b) Preparing, compiling and summarizing substantive documentations on the overall implementation of the SDM's programme of work drawing attention to emerging issues and proposing possible recommendations;
 - c) Conducting research on emerging issues addressed by other programmes within the secretariat, outside partners and Parties.

2. Develop strategies for the management of SDM business relations with other organizations by:
 - a) Monitoring, analyzing and reporting on progress/developments of relevant international issues pertaining to matters of interest to the SDM programme;
 - b) Preparing background information for and participating in meetings with SDM business partners.
3. Initiate a comprehensive resource mobilization strategy with regards to income generated by fees and share of proceeds (SOPs) and establish a SDM fundraising strategies and plans by:
 - a) providing relationship management and project management support for the mobilization of additional resources for SDM programmes;
 - b) developing fundraising strategies, project plans and proposals Identifying fundraising opportunities negotiating with donors on funding proposals;
 - c) ensuring that financial and programme implementation processes and activities will support specific donor requirements for expenditure management and reporting;
 - d) Preparing relevant financial reports and other information for donors.
4. Manage the administrative functions of the SDM programme by:
 - a) providing leadership to the SDM administrative support team;
 - b) monitoring human and non-human resources within the SDM programme;
 - c) establishing workflows to ensure timely and efficient delivery of work;
 - d) Identifying servicing needs of the programme;
 - e) Liaising with service providers programmes in UNFCCC.
5. Perform other related duties.

Requirements

- Advanced university degree (Masters or equivalent) in business administration, management, or other relevant discipline Specific training in financial management or a related discipline would be an asset.
- At least seven (7) years of directly related experience, including management experience.
- A minimum of 3 years international experience in the area of programme administration.
- Fluency in written and spoken English. Working knowledge of another UN language is an asset.

Evaluation criteria

Professionalism:

Familiarity with and experience in the use of various research methodologies and sources.

Ability to plan, develop, implement, monitor and evaluate, major projects.

The capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges.

Ability to provide sound technical advice to managers.

Communication:

Ability to act as an effective spokesperson internally and externally.

The capacity to draft clear concise high quality reports or documents relating to area of professional expertise.

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.

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.

Commitment to Continuous learning:

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

To apply

Quoting Vacancy Announcement Number 08/E001, applicants are requested to complete and submit a United Nations Personal History form (P11) to be found on our website unfccc.int - at this stage no signature is needed on the P11 form - preferably via email to 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 your application, however, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**