



VACANCY ANNOUNCEMENT

(Re-advertisement – candidates who applied to VA 07/E033 advertised in August 2007 do not need to re-apply!)

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

- Clean Development Mechanism (CDM) -
- Information System and CDM Registry Unit -

VACANCY ANNOUNCEMENT NO:	VA 08/E002
PUBLICATION/TRANSMISSION DATE:	24 January 2008
DEADLINE FOR APPLICATION	22 February 2008
TITLE AND GRADE:	Associate Information System Officer, P-2
POST NUMBER:	FRA-2933-V003-P2-020
INDICATIVE NET ANNUAL SALARY:	US\$ 43,662 to 49,188 (without dependents) US\$ 46,549 to 52,647 (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. In this context, it focuses on the Clean development Mechanism (CDM) and Joint Implementation (JI) namely by supporting the CDM Executive Board (CDM EB) and the JI Supervisory Committee (JISC). It performs technical and procedural functions and draws on other programmes within the UNFCCC secretariat for other functions.

Responsibilities

Under the general supervision of the Manager of the Clean Development Mechanism (CDM) sub-programme of the Sustainable Development Mechanisms Programme (SDM) and the direct supervision of the Programme Officer of the Information System and CDM Registry unit, the incumbent participates in the implementation of activities related to the information process, management and electronic work flow system, data retention policy, the organization of a CDM web presence and IT procedures involved in the realization of the project cycle of a CDM activity.

1. Implements the CDM information and process management systems (electronic work flow, respective databases, information products) by drafting software and hardware specifications, writing the software programmes, protecting the systems by designing and maintaining an access system for internal and external users, identifying needs for external support to implementation, supervising

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consultants providing programming functions, and improving the software programmes on a continuous basis.

2. Identifies options to implement information systems required by the programme (information technology, data retention and automation of procedures involving both the Secretariat and outside users, database characteristics and structure) by, *inter alia*, analyzing procedural documents, identifying needs of external and internal users through direct interaction, and recommending computer system applications, electronic workflow solutions and database structures.
3. Provides system resources by maintaining the library of system documentation and internal user manuals.
4. Provides resources and services as second level help desk support. Maintains and updates the CRM knowledge base to support internal and external users.
5. Liaises with other programmes within the Secretariat on information technology and systems issues by representing the programme in committees, task forces and steering groups and by regularly meeting with peers.
6. Performs other related duties.

Requirements

- First University degree (Bachelor or equivalent) in Systems analysis, Computer science, information technology or a related discipline.
- At least three (3) years of directly related experience including experience with business and systems analysis, software specification and development, preferably related to economic and financial systems.
- Knowledge of Python and at least one other programming language, basic systems analysis and design techniques, testing, debugging, and documentation standards, relational and object-oriented database design and implementations. Practical experience implementing web solutions using Zope 2 framework is essential, experience in Zope product development, knowledge of Zope CMF, Plone and Zope 3 technologies, experience working in UNIX/Linux environments a major plus.
- Fluency in written and spoken English. Working knowledge of another UN language is an advantage. Knowledge of German is desirable.

Evaluation criteria

Professionalism:

Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgement in the work environment; the capacity to plan own work and manage conflicting priorities.

Commitment to Continuous learning:

Willingness to keep abreast of and promote new developments in the field of information technology.

Communication:

Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in clear and concise style.

Technological awareness:

Ability 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 un a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

To apply:

Quoting Vacancy Announcement Number 08/E002, 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.**