



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

VACANCY ANNOUNCEMENT

Re-advertisement

Candidates who applied to VA 08/E061 advertised in July 2008 do not need to re-apply.

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Clean Development Mechanisms (CDM)

- Quality and Information System (Q&I) Unit -

VACANCY ANNOUNCEMENT NO:	VA 08/E068
PUBLICATION/TRANSMISSION DATE:	15 August 2008
DEADLINE FOR APPLICATION	13 September 2008
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FRA-2933-V003-P4-011
INDICATIVE NET ANNUAL SALARY:	US\$ 63,052 to 69,744 (without dependents) US\$ 67,709 to 75,047(with dependents) (plus variable post adjustment, currently 73.3% 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, the Clean Development Mechanism (CDM) and Joint implementation (JI). The CDM Quality and Information System Unit in the CDM sub-programme supports two key operational activities of the CDM support which are of cross cutting nature to the CDM substantive units: (a) the CDM overall quality system ensures the professional design, implementation and maintenance of an overall quality management as well as control measures; (b) the CDM Information System provides design, development, programming and maintenance support to the CDM web based public and restricted information IT applications and to the CDM Registry.

Responsibilities

Under the general guidance of the Coordinator, CDM and the supervision of the Manager, Quality and Information Systems unit, the Programme Officer leads the work of the CDM quality system team related to the strategy development, professional design, monitoring the implementation and the maintenance of an overall CDM quality management system which covers the various interactions among CDM process actors e.g. CDM EB, governments, designated operational entities, private sector clients, stakeholders.

/...

- a. Develops and formulates, in close collaboration with other CDM units, activities and strategies to be undertaken by the Overall Quality sub-unit, other CDM units and entities external to the UNFCCC such as project participant and Designated Operational Entities (DOEs), relating to the overall CDM quality system, in particular:
- Recommends options for a comprehensive quality system for the processes which are controlled/operated by the CDM sub-programme, by the CDM EB and its panels, working groups and committees as well as by the accredited certification companies (DOEs);
 - Defines means by which units will ensure the overall, cost effective, coordination of all CDM quality system related measures among CDM units and other actors as needed;
 - Formulates service strategies for quality assurance to and from the private and public sector entities engaged in the CDM, including taking into account relevant certifying companies characteristics relating to CDM validation, verification, accreditation and associated methodological processes;
 - Ensures that the CDM Information System, CDM Registry and associated interfaces meet international user expectations and service levels in providing design, development, programming and maintenance support in accordance with the requirements of the management plan.
- b. Leads the implementation of the work programme of the Overall Quality sub-unit for example :
- Defines quality strategy, goals objectives and key performance indicators;
 - Leads the implementation of agreed overall strategies and intra and inter-unit policies and procedures to ensure that there is cohesion and consistency;
 - Plans, organizes, manages and supervises the work;
 - Maintains CDM quality system documentation in close collaboration with other CDM units;
 - Organizes and provides written output in the preparation of position papers and reports for presentation to decision making bodies and drafts position papers and reports prepared by others on related issues;
 - Identification and selection of external experts.
- c. Supports the work programme of the unit, in particular:
- Participates and provides direct support in the formulation of the programme of work and the budget of the unit and in the formulation of the CDM's overall programme of work;
 - Defines options available to carry out the relevant programmatic/administrative tasks necessary for the functioning of the CDM quality and information systems unit;
 - Represents the programme and the unit at various working groups and meetings (external and internal) advocating quality systems and standards.
- d. Performs other related duties.

Requirements

- Advanced university degree in economics, business administration or quality management systems, or a related discipline. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree.
- At least seven (7) years of relevant work experience of which at least two years should have been in an international environment. Relevant work experience in the area of project-based mechanisms, and preferably related to CDM, is an asset.
- Fluency in English. Working knowledge other UN languages desirable.

/...

Evaluation criteria

Professionalism:

Familiarity with and experience in the use of various research methodologies and sources.
Ability to plan, develop, implement, monitor and evaluate in the field of communications and public information.
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.

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 area of professional expertise.

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:

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 08/E068, 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 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.**