VACANCY ANNOUNCEMENT

Programme Assistant, G-6
Transparency Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
22 December 2022 23:59 hrs CET	VA 22/076/T	As soon as possible	1.5 years with possibility of extension	Bonn, Germany

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The **Transparency Division** supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture and Koronivia, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and analysis and manages different systems and tools.

Where you will be working

The post is located in the Systems and Tools Unit of the Information Hub, Data, Systems & Tools Subdivision and reports to the Team Lead, P-4. The overall purpose of this subdivision is to provide overall coordination of all information technology related activities for the entire Transparency division, including the maintenance and enhancement of all existing systems, tools, applications and portals for the MRV system and the development and maintenance of new systems and tools for the ETF. In addition, it acts as the information hub and centralizes transparency information collection and analysis across the secretariat, including by providing policy briefs. It also provides overall coordination of negotiations on data issues and supporting negotiations on MRV and ETF aspects.

Your responsibilities

Specifically, the Programme Assistant is responsible for:

1. **Ensuring programme support for the maintenance and enhancement of all existing information systems, tools, applications, portals and databases for the MRV system and the development and maintenance of the new information systems and tools for the ETF:**

   a. Supports maintenance, testing, enhancement and implementation of relevant existing information systems, tools, applications, portals and databases for the MRV system, ensuring timely availability and regular back-up, maintaining records, providing feedback, and communicating information to different stakeholders;

b. Formulates requirements and assists in drafting technical specifications and testing various solutions for the existing and new IT tools; supports maintaining user accounts for the IT tools, and provides technical support to users;
c. Provides administrative and technical support for developing and maintaining the new IT tools for implementing the ETF;
d. Evaluates, proposes, implements and updates administrative and logistical activities for application in the Systems and Tools Unit, to enhance the relevant work flows;
e. Conducts research on relevant background material and current practice in the Transparency division related to support for the maintenance of all information systems, tools, applications, portals and databases, including storing, maintaining, utilizing and enhancing the roster of experts and the reporting and review tools;
f. Identifies and provides administrative and logistical support to innovative approaches to promote the systems, tools, applications, portals and databases used for MRV system and ETF both internal and external to the secretariat.

2. **Contributing to the development, programming, testing, debugging and implementation of new application systems, modules, and functionalities:**

a. Develops, tests, and implements simple tools, applications, portals and databases using UN established standards for IT technologies and programming languages;
b. Monitors computer applications systems using appropriate monitoring tools and produces monitoring reports;
c. Prepares technical and user documentation for deployed computer application systems, as well as training materials and conducts technical presentations;
d. Maintains functional specifications for computer application systems, programs and procedures developed and/or modified;
e. Provides support for deployed computer application systems including version management, data recovery and deployment to users; performs ongoing reviews with users and developers and responds to users' requests;
f. Serves as focal point for coordination, monitoring and expedition of computer application systems development projects, involving liaison with diverse units to initiate requests; prepares standard terms of reference; processes and follows-up on administrative actions and resolves issues related to project implementation;
g. Monitors and follows up on reporting of IT resource utilization and provides information to facilitate timely financial support and reporting.

3. **Supporting the intergovernmental processes:**

a. Provides technical and logistical support to the planning and implementation of technical events;
b. Assists with the preparation of documents and other reports, in particular the reports relating to the operation of systems, tools, applications, portals and databases, for consideration by Parties.

4. **Representing/Communicating:**

a. Serves as focal point for administrative coordination of the processes, involving extensive liaison with the Administrative Services, Human Resources, and Information and Communication Technology division, to exchange specialized and routine information, monitor and follow up on deadlines and ensure timely logistical arrangements for meetings.
b. Responds independently to a wide range of requests for specialized administrative information, both inside and outside the secretariat.

5. **Performing any other job-related activity** required to achieve the goals and objectives of the team, the subdivision, the division or the secretariat, including administrative and logistical support to the other transparency related processes.

Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Required: Completed secondary education. Formal training, courses or studies in computer science/ information technology, software testing and/or IT project management.

Experience

Required: At least seven (7) years of progressively responsible experience in information systems analysis and programming, systems and tools management and maintenance, software development, technical writing, software testing, IT project management or related area.

Language skills

Required: Fluency in English (both oral and written).

Asset: Knowledge of another UN official language.

Other

Ability to collaborate effectively with the team members and with other teams;
Demonstrated initiative in the identification and resolution of issues/problems;
Proficiency at working in a Windows environment, especially with regards to Word and Excel and with databases, webpages and in utilizing internet resources;
Attention to details and well-organized.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at http://unfccc.int/secretariat/employment/recruitment

Please note:

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
2. 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.
3. Indicative net annual salary: Euro 47,817.

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.