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**VACANCY ANNOUNCEMENT**  
**FINANCE, TECHNOLOGY AND CAPACITY BUILDING (FTC) PROGRAMME**  
**Technology Sub-programme**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 13/015/FTC</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>7 February 2013</b>
<b>DEADLINE FOR APPLICATION</b>	<b>8 March 2013</b>
<b>TITLE AND GRADE:</b>	<b>Programme Officer, P-4</b>
<b>POST NUMBER:</b>	<b>FCA-2925-P4-002</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 67,483 to 74,645 (without dependents)</b> <b>US\$ 72,467 to 80,348 (with dependents)</b> <b>(plus variable post adjustment, currently 52.3% of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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### **Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

### **Responsibilities**

Under the direct supervision of the Manager of the Technology sub-programme, and the general guidance of the Coordinator of the FTC programme, the incumbent is responsible for leading the Technology Policy and Strategy unit of the Technology sub-programme. In this capacity he/she is responsible for providing technical and administrative leadership to a team of professional and general service staff in the development of environmentally sound technology policy and strategy activities. He/she also supports the intergovernmental work and negotiations under different bodies to the UNFCCC on policy and strategic issues relating to the development and transfer of technologies and is expected to perform the more complex substantive work of the unit. The Key Results/Accountabilities are:

- Strategy and policy development;
- Support for the full operationalisation of the Technology Mechanism;
- Support to the intergovernmental processes on policy and strategic issues;
- Representation.

1. Strategy and policy development related to the development and transfer of technologies to support enhanced action on mitigation and adaptation to climate change:

- Develops strategic options regarding the FTC's and the secretariat's efforts to support the effective and coherent implementation of the Technology Mechanism established by the Cancun

Agreement in support of the enhanced cooperative action on technology development and transfer and the overall objective of the Convention. Conducts policy evaluations and impact analysis of international, regional and national regulatory developments on technology and its related areas. Provides authoritative guidance in technology related areas to other teams in the secretariat;

- Provides leadership with accountability for the planning and implementation of the programme's strategic work on technology development and transfer and its related areas, work plan development, delegation of responsibilities, as well as coordination and monitoring to ensure attainment of the relevant objectives. Coordinates and oversees in-house policy development, including the development of proposals for strategic analytical work to be undertaken in support of the full operationalisation of the Technology Mechanism;
- Coordinates and facilitates the work of the Technology Executive Committee in the development and implementation of its work plan, strategic work and initiatives; catalyzing the development and use of technology roadmaps and/or action plans at the international, regional and national roadmaps, developing, updating and maintaining the database of existing technology roadmaps and/or action plans and organizing expert meetings on this matter;
- Supports the Manager through technical and managerial tasks by responding to requests; supports internal FTC and secretariat wide cross programme collaboration to undertake specific tasks, prepares background and strategy papers on technology related policy matters for consideration by the Management as requested.

2. Support to the intergovernmental work and process on policy and strategic issues relating to the development and transfer of technologies:

- Advises the Manager on matters related to the design of policies and strategies for the sub-programme, assisting the manager in developing options for consideration by, and in providing substantive support to, the SBSTA/SBI subsidiary bodies (SBs) and the COP related to the development and transfer of technologies, taking into account guidance from the Parties;
- Develops technical papers and reports on environmentally sound technologies and technology transfer, including adaptation and mitigation technologies for sectors such as energy, transport, agriculture, forestry, and waste management. Guides the review of technical documents by experts. Develops all documents in a policy relevant matter;
- Designs and develops cooperative programmes with other international agencies such as UNDP, WIPO, IEA, UNIDO, UNEP, World Bank, etc., national governments and the private sector on matters related to environmentally sound technology policies and strategies to enhance collaboration and mobilize their support for the implementation of the Technology Mechanism;
- Ensures that Parties are effectively supported in negotiations to achieve their desired outcomes by overseeing the preparation of relevant documents and technical papers for consideration by the subsidiary bodies and the COP;
- Ensures that Parties are furnished with relevant information so they can take informed decisions and appropriate action by providing authoritative advice to the intergovernmental process on the analysis of policy issues related to technology transfer.

3. Representation: Represents the Technology sub-programme with counterparts in other UN organizations during consultations, providing advice and information on non-controversial issues, strengthening existing and building new partnerships. Communications with governmental and non-governmental officials include provision of authoritative procedural guidance and substantive technical support as well as soliciting/enhancing cooperation. The incumbent serves as one of the lead officers in support of negotiations on Technology Transfer.

4. Resource Mobilization: Enhances the secretariat's effectiveness in resource mobilization efforts through representational activities as well as by providing substantive input to the Secretariat's central Resource Mobilization activity.

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5. Knowledge Management: In partnership with the secretariat's Knowledge Management programme, contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to the UNFCCC's mandate, processes, practices and lessons learned.

6. Performs any other job related activity required to meet the overall FTC programme objectives as well as secretariat-wide mandates, goals and objectives, including deputizing for the Manager as needed

### **Essential Requirements**

**(Only candidates who meet the requirements stated below will be considered.)**

**Educational:** Advanced university degree in environmental science, economics, engineering, development studies or a related discipline. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree.

**Experience:** At least seven (7) years of progressive and professional experience in an international organization with strong drafting and analytical skills on technology and policy related papers. Two (2) years in an international environment is a requirement. Proven record of leading a team, a project or strategic work stream.

**Specific professional knowledge and Job-related skills:**

- At least seven years of relevant progressive and professional experience at the national and/or international level in climate change issues, technology development and transfer, development studies, research and analysis of public policy on climate change and technology development and transfer or related fields.
- Familiarity with policy formulation and interaction with various stakeholders including governments, international organizations, research institutions and private sector desirable.
- Experience in analyzing and preparing policy and strategy papers to promote cooperative action among relevant stakeholders on technology development and transfer and its related matters is an important asset.
- Knowledge of climate change issues and experience in international negotiations is highly desirable
- Strong negotiation, analytical and strategic thinking/planning skills are desirable

**Language requirements:** Fluency in English (oral and written). Working knowledge of another UN language desirable

### **Expected competencies**

**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.

**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 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**

Candidates, whose qualifications and experience match the requirements for this position, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

**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.**