



VACANCY ANNOUNCEMENT

Programme Officer, P-4
Transparency Division,
MRV/ETF Support Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
10 March 2023 23:59 hrs CET	VA 23/026/T	As soon as possible	2 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.

Where you will be working

This position is located the UNFCCC secretariat in Bonn, Germany, in the MRV/ETF Support subdivision of the Transparency division. The overall purpose of this subdivision is to provide managerial oversight of internal deliverables; senior representation; external engagement; assistance to developing countries on MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement issues and to coordinate the provision of technical support. The subdivision provides overall coordination of the development and delivery of all training and certification programmes; coordination of the implementation of Consultative Group of Experts (CGE) workplan and activities; and the coordination of the negotiations related to CGE, including developing countries' MRV- and ETF-related issues and training. It supports the preparation and reporting of NDCs, NAMAs, LT-LEDS and response measures in the context of ETF. Additionally, it coordinates the peer-review activities of greenhouse gas (GHG) inventories in developing countries for establishing sustainable GHG inventory management systems.

What you will be doing

Reporting to the Manager of the MRV/ETF Support subdivision, the Programme Officer leads the Training and Certification unit, which is accountable for training and certification of experts that support MRV under the Convention and the Kyoto Protocol, as well as ETF, including developing new training materials, revising existing training materials, organising training seminars, presenting components of the training, testing, and certification. In addition, the unit conducts analyses and develops reports and presentations on the results of the implementation of the training programmes. The Programme Officer works closely with teams across the Transparency division.

The MRV/ETF Support subdivision consists of three units:

1. Training & Certification unit
2. CGE/ETF Support unit
3. GHG Inventory Support unit



Your responsibilities

The Programme Officer ensures the day-to-day operation of the Training and Certification unit, specifically preparation and follow-up of tasks and schedules in line with the existing rules and procedures, and in terms of performance assessments, including those in the framework of the Performance Appraisal System (PAS); manages the training and certification of experts that support MRV under the Convention and the Kyoto Protocol, as well as ETF. Particular activities include:

1. Development and Implementation of Expert Training and Certification programmes:

- a. Plans and organizes training for experts, including online and in-person webinars, workshops and seminars to ensure that experts are well-trained and able to fulfil their responsibilities during reviews and technical analysis of reports in a consistent and coherent way across Parties; and the procedural guidance is fully taken into account by expert review teams while conducting reviews and technical analyses;
- b. Collaborates across Transparency division units to ensure training schedules are synchronized with the schedules for reviews and analyses of national reports;
- c. Leads to the routine maintenance/update of training courses to meet the needs of the evolving review processes;
- d. Develops new courses and training programmes, additional training materials and technical tools, including interactive software for on-line courses based to meet the needs of the evolving and new review processes;
- e. Conducts analyses and prepares technical papers and other documents reporting on training implementation and performance indicators.

2. Review and technical analyses of NCs, BRs, GHG inventories, BURs, REDD+ under the Convention and BTR submissions under the Paris Agreement, and specifically:

- a. Coordinates the in-depth review of NCs, BRs, GHG Inventories, BURs, REDD+ and national climate strategies relating to commitments of Parties under the Convention and the Kyoto Protocol (KP) and BTR submissions under the Paris Agreement to ensure the timely and accurate reporting, review and monitoring of implementation by:
 - i. Recommending and assisting in the selection of experts for inclusion in review teams;
 - ii. Designing and organizing training and certification programmes for GHG inventories and methodological reviews;
 - iii. Facilitating the work of lead reviewers and ensuring procedural guidance is fully considered by the expert team while conducting reviews;
 - iv. Preparing for and organizing country visits, centralized and desk reviews, adapting guidance provided by the COP, CMP, CMA and subsidiary bodies in the respective decisions and conclusion to the specific national circumstances of the most complex countries;
- b. Ensures effective support is provided to SBs and COP, CMP and CMA on measurement, reporting and verification (transparency) matters, including:
 - i. Preparing complex, high quality analytical papers and materials relating to the reviews of the national communications and other national reports from Parties;
 - ii. Overseeing the drafting of technical reports on reviews and coordinating inputs of review experts;
 - iii. Conducting policy analysis of national and international activities in the climate change area and the preparation of related reports.



3. Support to intergovernmental processes, and in particular:

- a. Ensures that Parties are furnished with relevant information to support their decision-making by providing authoritative guidance to intergovernmental processes on analyses of policy issues related to transparency;
- b. Prepares technical papers on specific analytical and methodological issues based on information contained in national communications and other relevant national reports from Parties, as well as relevant official documents, annotations; Briefs the chairs of relevant negotiating bodies and provides technical support in formulating proposals, conclusions, decisions and recommendations, including identifying problems and proposing corrective actions.

4. Representation: Represents the UNFCCC at international and regional meetings, workshops, seminars and training events. Provides authoritative policy guidance in support of the meetings of the subsidiary bodies, the COP, CMP and CMA.

5. 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.

6. 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. In addition to providing leadership to activities for the training of experts and conduct of technical expert reviews, you will present training components in his/her area of expertise.

7. You will perform any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division or the secretariat.

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Managerial Competencies:

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and



supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

Thinking Strategically and Building the Vision: Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's or equivalent) in environmental science, economics, engineering, development studies or a related discipline. A first-level university degree (B.A. or equivalent) in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least seven 7 years of progressively responsible professional experience on issues related to climate change policies, national GHG inventories and national communications from Parties, at least three years of which should have been at the international level.

Language skills:

Required: Fluency in written and spoken English is essential. Working knowledge of another UN language is highly desirable.

Specific professional knowledge and skills and Job-related skills

Specific professional knowledge:

Solid knowledge of the UNFCCC intergovernmental process and of climate change mitigation issues, and related UNFCCC and the Kyoto Protocol reporting and review guidelines for Annex I Parties and IPCC 2006 greenhouse gas inventory guidelines and guidelines for biennial update reports for developing countries. Familiarity with the broader issues related to the Climate Change Convention, its Kyoto protocol and the Paris Agreement.

Job-related skills:

Demonstrated skill in developing and implementing online based training programmes, coordinating and/or leading the development of technical reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders is essential.



Sound oral and written communication, including the skills to effectively interact with a wide range of partners, stakeholders, subsidiary bodies, and the Conference of Parties' representatives, etc. on technical as well as policy-related issues.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may 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. Service is limited to the UNFCCC secretariat.
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 and allowances:
US\$ 77,326 to US\$ 85,737
(plus variable post adjustment, currently 35.5% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.
