



## VACANCY ANNOUNCEMENT

### **Associate Programme Officer, P-2**

Sustainable Development Mechanisms (SDM) Programme  
Strategy and Relationship Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 March 2018	VA 18/006/SDM	As soon as possible	One and half 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 historic Paris Agreement by 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 Sustainable Development Mechanisms (SDM) programme is leading in the development and effective implementation of innovative approaches to broaden the engagement in and effectiveness of action to mitigate climate change and drive sustainable development. SDM supports the operationalization of the cooperative approaches established by Article 6 of the Paris Agreement and broader efforts to engage non-Party stakeholders in climate action. SDM manages the NAZCA platform, supports the COP Presidencies' Climate Action Champions and supports the implementation of the three Kyoto mechanisms - the Clean Development Mechanism (CDM), Joint Implementation (JI), and International Emissions Trading (IET).

### **What will you be doing**

Under the general guidance of the Manager, Strategy and Relationship Management Unit (P-5) and the direct supervision of the Team Leader, Stakeholder and Regional Support (P-4) and with little leeway permitted for the exercise of independent judgment, you will serve as a member of the team responsible for maintaining and improving SDM's relationship with current external stakeholders and partners and for establishing new ones to strengthen the use of the Clean Development Mechanism (CDM) and Joint Implementation (JI). You will support the work in the area of capacity building among stakeholders in the mechanisms.

### **Expected key results:**

- Support the design and delivery of work programmes to encourage and improve stakeholder involvement;
- Conduct research and analysis of stakeholder inputs and DOE/AIE performance;
- Develop proposals for improvements to existing requirements and/or creation of additional tools and guidelines;
- Support and monitor the implementation of appropriate, dedicated channels of communication for key stakeholders.



**You will have the following responsibilities:**

- 1. Supporting the design and delivery of work programmes to encourage and improve stakeholder involvement and more active participation, you will:**
  - a) Assist in policy analysis and development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
  - b) Support capacity building activities to enhance participation in CDM, JI and other UNFCCC supported market based approaches.
  - c) Design and implement practitioner workshops on different technical aspects of the CDM and JI processes.
- 2. Conducting research and analysis of stakeholder inputs and DOE/AIE performance, you will:**
  - a) Identify, evaluate and report on emerging issues in the understanding and correct application of requirements established by the CDM Executive Board and Joint Implementation Supervisory Committee;
  - b) Prepare inputs, documents and presentations to support the relevant activities and decision making of the programme.
- 3. Developing proposals for improvements to existing requirements and/or creation of additional tools and guidelines, you will:**
  - a) Design appropriate measurement systems, foster their adoption to improve the mechanism and monitor and measure their implementation;
  - b) Propose changes in the framework of regulations and standards based on research conducted and assessments of the implementation of the existing framework.
- 4. Supporting and monitoring the implementation of appropriate, dedicated channels of communication for key stakeholders, in particular representatives of DOEs/AIEs, you will:**
  - a) Respond as the initial contact point to requests for clarification, reply to unsolicited submissions and assess requests for deviation from approved methodologies and registered project documentation;
  - b) Communicate with governmental and non-governmental officials; provide authoritative guidance and technical support as well as fostering cooperation.
- 5. Performing any other job-related activity required to achieve the goals and objectives of the secretariat.**

**What are we looking for**

**Educational background**

Required: First level university degree (BA or equivalent) in relevant areas, such as environmental management, natural or social sciences, engineering, international relations, law, business management, or similar.



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**Experience**

Required:	At least three years of relevant experience in the areas of climate change issues, communications, project management, strategic planning, diplomacy or inter-agency cooperation. Experience with stakeholder engagements, policy analysis of carbon markets, flexible mechanisms.
Asset:	Experience with the UNFCCC negotiations process, and international stakeholder engagement in the UN context and experience of working in an international setting.

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**Language skills**

Required:	Fluency in English (both oral and written) is essential;
Asset:	Working knowledge of another UN official language

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**Specific professional knowledge**

Required:	Ability to understand how market mechanisms function and to provide analysis how they are influenced by developments at the micro- and macro level. Ability to conduct analyses of issues and trends affecting the market based approaches.
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**Job-related skills**

Required:	Sound analytical and strong drafting and editing skills, good planning and organizational skills, Clarity of written and oral communication.
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**What is the selection process**

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Being responsive to clients and partners, communicating with impact, delivering results, working with teams.

**How to apply:**

Candidates, whose qualifications and experience match what we are looking for, 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.
4. Indicative net annual salary and allowances: US\$ 46,472 to USD 52,897 (plus variable post adjustment, currently 38.9% of net salary), plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>