



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

**VACANCY ANNOUNCEMENT**

**SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**

**Clean Development Mechanism (CDM) Sub-programme**

**- Process Management -**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 09/069/SDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>15 October 2009</b>
<b>DEADLINE FOR APPLICATION</b>	<b>13 November 2009</b>
<b>TITLE AND GRADE:</b>	<b>Programme Officer, P-3</b>
<b>POST NUMBER:</b>	<b>CDM-2933-V504-P3-014</b>
<b>INDICATIVE ANNUAL SALARY:</b>	<b>US\$ 53,629 to 60,046 net (without dependents)</b> <b>US\$ 57,453 to 64,429 net (with dependents)</b> <b>(plus variable post adjustment, currently 63.0% 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>

**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 Process Management section of its CDM sub-programme is responsible for operationalization of major processes and systems mandated under the CDM, such as support to the CDM Executive Board, Information Management, and operation of the CDM Registry.

**Responsibilities**

Under the general guidance of Director of SDM and the direct supervision of the Manager, CDM Process Management, the incumbent analyzes CDM Executive Board issues and decisions to recommend CDM Registry management policy and operations, procedures and information management system changes and manage the on-going development of the CDM Registry system and its daily operations; analyzes complex international trading financial and administrative issues for the trade of certified emission reduction (CER) credits and develops CDM registry administration policy options and management procedures; and establishes account creation and administration procedures for the administration of the accounts of Parties and entities that receive credits for various emission reduction units from CDM project activities. In particular the incumbent:

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1. Administers the creation and management of CDM Registry accounts and the entry, forward to other registries, and transfer among accounts of credits for various emission reduction units (CERs, ICERs, tCERs, AAUs, RMUs) to support an accurate accounting of the reduction of emissions or removal of greenhouse gases including:

- analyzes international trading issues for the trade of emission reduction units among hundreds of international participants and recommends registry administration policy options for EB consideration;
- analyzes international financial management, accounting and financial reporting requirements and considers program risk management issues to develop, recommend, implement and evaluate the effectiveness of accounting and reporting policies and procedures;
- develops and manages account creation and management policies for Pending, Temporary Holding, and Permanent Holding accounts, Share of Proceeds accounts, and administrative expense payments;
- creates, controls and prepares and provides reports on accounts for each country and CDM project and creates and exchanges account information and statements with national registry representatives and project participants and provides account reconciliations;
- verifies, for approval by the supervisor and on behalf of the UNFCCC as the designated official Registry Administrator, the accuracy of account information and financial statements where each statement may involve checking and verifying numerous transactions among various parties and countries and totalling several million dollars;
- analyzes account management issues and develops, recommends and administers policies and accounting transactions for a wide variety of financial transactions such as the carry-over of various credits to subsequent commitment periods, if applicable;
- receives requests for the transfer of all or part of the credits in pending accounts to national registries, analyzes and verifies compliance with all related regulations and directives, and recommends transfers.

2. Analyzes international registry system issues and develops, recommends and manages the implementation of changes to the CDM Registry system including:

- manages the on-going development of the CDM Registry system as it evolves in response to decisions of the Meeting of the Parties to the Kyoto Protocol and CDM Executive Board decisions and other requirements;
- monitors and evaluates changes in related registries, including the International Transaction Log, to analyze issues and ensure coordination for the management and exchange of account information;
- provides detailed functional specifications to information system development teams for the design, development, testing and implementation of applications and enhancements and certifies acceptance;
- analyzes, develops and provides functional specifications for all account data and data management including for the definition of transaction types, processing of data, security, reconciliation and reporting and ensures that the implementation of changes is coordinated with national registries, the International Transaction Log, and other partners.

3. Develops and provides information regarding the CDM Registry and the creation, management and status of accounts including:

- analyzes proposals for operating issues that are being considered by the CDM Executive Board to ensure consistency with preceding decisions and with registry operating requirements and makes recommendations to ensure the efficient achievement of Executive Board objectives;
- analyzes new decisions of the CDM Executive Board to identify implications for account management and CDM Registry operation and provides information for country representatives, project proponents, and other parties to explain policies and procedures and various types of transactions as new decisions of the CDM Executive Board are made and become effective;

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- develops instructions regarding account creation and management requirements and processes for registered participants of projects to which CERs have been issued;
  - participates actively in the Registry Systems Administrators Forum and in conferences and meetings to ensure the coordinated operation of all registries and works with the registry system administrators of all national registry systems to ensure operational compatibility, accuracy, efficiency and transparency;
  - prepares various written outputs, e.g., draft background papers, analyses, sections of reports and studies, inputs to publications, etc.
4. Performs other related duties.

### **Requirements**

- First level university degree (Bachelor or equivalent) in economics, business administration, international affairs, social science or related discipline. Formal training in accounting and financial management or reporting is an asset.
- At least five (5) years of progressively responsible experience in accounting and/or finance. Experience in CDM in general, registries and/or similar accounting databases is an asset.
- Two (2) years of relevant experience in an international work environment is an asset.
- Work experience in the area of project-based mechanisms is an asset.
- Fluency in English. Working knowledge of other UN languages is an asset.

### **Evaluation criteria**

**Professionalism:** The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

**Commitment to continuous learning:** Willingness to keep abreast of new developments in their field of work.

**Communication:** Ability to provide thorough, well reasoned contributions to documents and papers.

**Technological Awareness:** The capacity to make effective use of required computer software and other equipment relevant to the post.

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

### **How to apply**

Candidates whose qualifications and experience match the requirements for this position, please use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the “apply” link next to the vacancy announcement

**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.**