



VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Quality and Project Management (QPM) Unit

VACANCY ANNOUNCEMENT NO:	VA 13/055/SDM
PUBLICATION/TRANSMISSION DATE:	18 July 2013
DEADLINE FOR APPLICATION	16 August 2013
TITLE AND GRADE:	Programme Officer (Statistician), P-3
POST NUMBER:	CDM-2933-V590-P3-004
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

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 Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Quality and Project Management Unit (QPM) is responsible for providing Quality, Data analysis, and IT relationship management support to SDM. Key functions of the unit include: Implementing processes and tools to support SDM in meeting quality objectives in its products, processes, and services; providing tools and processes to support the effective implementation of projects in SDM; ensuring that SDM IT related needs are identified and translated into products for delivery by the ITS programme; and collecting, analysing, and interpreting carbon market and business data also to support decision-making.

Responsibilities

The Programme Officer post is located in the Data Analysis and Intelligence Team (DAI) of the Quality and Process Management Unit (QPM) of the Sustainable Development Mechanism (SDM) Programme. The Team is accountable for accurate, timely and innovative carbon market and business data collection, analysis, modelling, knowledge discovery, evaluation of risks and opportunities and presentation of such intelligence to underpin recommendations and guide subsequent fact based decision making. The subject of investigation include market based approaches (incl. CDM, JI, ET) to mitigate climate change and drive sustainable development, supporting management and regulatory body, quality management, process/organisational improvement, strategy and policy setting and communication to stakeholders. The incumbent reports to the DAI Programme Officer (Team Leader). S/He is accountable for data analysis and gathering and reporting support for the Unit. The particular functions include;

- 1. Data collection, gathering, capture, inspection, cleaning, transformation, aggregation and database management:**
 - a. Organizes, designs, plans and carries out the collection, evaluation, analysis compilation and presentation of statistical data and information by selecting methods of data collection, selecting and implementing methods for checking collected data and selecting and implementing appropriate methods for data-mining;
 - b. Interprets, applies and adapts econometric and other statistical models to determine trends, patterns and relationships of statistical data contained in the SDM statistical databases;

- c. Conducts research on selected aspects of projects, operations, processes and other carbon market related activities, etc.
- 2. Statistical exploratory, confirmatory and predictive data analyses, evaluation and modelling**
 - a. Organises the development, implementation and management of the SDM statistical databases;
 - b. Organises data capture initiatives to facilitate continual improvement, impacts, benefits and risks including identifies problems and issues to be addressed and recommends corrective actions; organises relevant staff or consultants; identifies and tracks follow-up actions including select and implement methods for checking collected data and calculated indicators;
 - c. Participates in the implementation of quality improvements and maintenance of data, meta-data and statistical classifications, including monitoring the evolution of established and new sources of relevant statistical data from within and outside of the secretariat, analysing the quality of data and recommend indicators;
 - d. Organises stakeholder survey initiatives; with design of data collection tool, review, analyse and interprets responses, identifies problems/issues and prepares preliminary conclusions.
 - 3. Elucidation, conclusion setting, decision support and reporting**
 - a. Prepares various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc. including the maintenance of a portal of statistical content on project-based mechanisms and carbon markets;
 - b. Organizes and participates in expert meetings and conferences as a technical resource person.

Essential Requirements

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

Education: First level university degree in statistics, mathematics, computer sciences, economics, environmental sciences or other related specialized degrees.

Experience: A minimum of five (5) years of professional and progressively responsible work experience in statistical analysis, databases and data mining or econometric analysis. Analysis of carbon markets, policies and issues related to project-based mechanisms and emissions trading systems is an advantage. One year in an international environment would be an asset.

Specific professional knowledge and job related skills:

- Up to date knowledge of statistics, databases, data mining or econometrics.
- Highly developed statistical programming and analysis, database and data mining, analytical, research and reporting skills.
- Experience with statistical, data analysis and databases software packages such as Stata or R and Microsoft Access is an advantage.

Language requirements: Fluency in written and spoken English.

Expected competencies

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.

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.
4. Salary and allowances:
 - US\$ 56.091 to 62.803 (without dependents)
 - US\$ 60.091 to 67.387 (with dependents)
 - (Plus variable post adjustment, currently 46.9% of net salary) plus other UN benefits as indicated in the below link:
 - <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
