



TEMPORARY JOB OPENING

Associate Programme Officer, P-2
Mitigation Division,
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 October 2024 23:59 hrs CET	24/TJO29/M	As soon as possible	364 days 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 in the UNFCCC secretariat in Bonn, Germany, in the Mitigation division and specifically in the **Constituted Bodies and Data Services subdivision**, which provides effective support on matters relating to the proper governance of the Article 6.4 mechanism and Clean Development Mechanism (CDM), ensuring well-coordinated services to the related bodies i.e., Article 6.4. Supervisory Body and the CDM Executive Board (CDM EB), and their supporting panels and working groups.

Within the subdivision is the **Constituted Bodies Support unit**, which manages governance matters and processes that provide for the effective and transparent operation of these constituted bodies and their panels and working groups, including the efficient organization, documentation and conduct of these bodies' meetings.

What you will be doing

Reporting to the Team Lead, Constituted Bodies Support unit (P-4), the incumbent serves as a member of the team providing support to the Director on matters relating to the proper governance of the CDM and Article 6 mechanism ensuring well-coordinated services to these bodies and their supporting panels and working groups and those of the intergovernmental negotiating bodies.

Key responsibilities include:

- Providing support to the substantive preparation of meetings of the constituted bodies and their supporting panels and working groups by preparing draft agendas, briefing and speaking notes, as well as other relevant documents;
- Coordinating, analysing and synthesizing inputs required for the preparation of meetings of the constituted bodies and their supporting panels and working groups, including draft reports, policy proposals, background/summary documents, presentations and background and reference papers;
- Ensuring quality control on documentation for the constituted bodies and their supporting panels and working groups, based on relevant standards and regulations;
- Overseeing the logistical and administrative preparation of meetings, developing logistical and



support plans, and acting as project manager for several bodies.

Your responsibilities

Particular activities include:

- 1. Supporting the planning for and implementation of mandates of the Constituted Bodies (for Article 6.4 Supervisory Body and CDM Executive Board) and their supporting panels and working groups:**
 - a. Supports the delivery of work-programmes, agendas, annotations and reports for the official meetings of the constituted bodies and their supporting panels and working groups;
 - b. Prepares draft reports and procedural documents for constituted bodies and their panels and working groups;
 - c. Prepares for and participate in required briefings and consultations;
 - d. Attends meetings of the constituted bodies and their supporting panels and working groups and assists in supporting the respective Chairs and Vice-Chairs.

- 2. Providing governance support to the constituted bodies and their supporting panels and working groups, in particular:**
 - a. Assists in preparing analytical, procedural and policy documents related to governance matters for the constituted bodies and their supporting panels and working groups;
 - b. Supports the membership of the constituted bodies and their supporting panels and working groups and its election, maintains the repository of information and provides advice when needed;
 - c. Assists in coordinating the enrolment of new members and alternate members in the work of the constituted bodies and their supporting panels and working groups, including preparing briefing sessions, ensures the signing of oaths of service, publication of required membership information.

- 3. Providing support to meetings of the constituted bodies and their supporting panels and working groups:**
 - a. Assists in the administrative preparation of meetings of the constituted bodies and their supporting panels and working groups;
 - b. Assists in the substantive preparation of meetings of the constituted bodies and their supporting panels and working groups;
 - c. Ensures quality control on documentation for the constituted bodies and their supporting panels and working groups based on relevant standards and regulations.

- 4. Perform any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division and/or the secretariat.**

Competencies:

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.



Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background:

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

Experience:

Required: At least two (2) years of relevant work experience in project or programme management and/or coordination, experience in working with governance issues or supporting negotiations/constituted bodies/expert groups, multiple external counterparts/stakeholders.

Asset: Knowledge of carbon markets and issues related to the Convention and the Paris Agreement as well as the working experience of regulatory drafting is an advantage. At least one year in an international environment would be an asset.

Language skills:

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

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.



What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

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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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
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 monthly salary and allowances:
US\$ 4,198
(plus variable post adjustment, currently 44.5% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

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