



VACANCY ANNOUNCEMENT

Programme Officer, P-4
Transparency Division,
MRV/ETF Reporting and Review Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
8 August 2021 23:59 hrs CET	VA 21/035/T	As soon as possible	Two 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 will you be working

This position is located the UNFCCC secretariat in Bonn, Germany, in the MRV/ETF Reporting and Review Subdivision of the Transparency Division.

The overall purpose of this subdivision is to support the intergovernmental process, related negotiations of modalities, procedures and guidelines, and co-operation with relevant international organizations in relation to: the current transparency framework under the Convention and the Kyoto Protocol and the enhanced transparency framework (ETF) under the Paris Agreement; including the International Assessment and Review (IAR) for developed countries, and International Consultation and Assessment (ICA) for developing countries under the Convention; reporting and review process under the Kyoto Protocol; and methodological, scientific and implementation aspects of mitigation and sectoral issues, such as GHG inventories, common metrics, agriculture and land use change issues, including Koronivia and reduced emissions from deforestation and forest degradation (REDD+) and fluorinated gases and facilitate the transition to the ETF, including biennial transparency reports (BTR), and reporting on progress to achieving the nationally determined contribution (NDC) under the Paris Agreement.

The MRV/ETF Reporting & Review Subdivision consists of four units:

1. Biennial report (BR)/ National Communications (NC) Unit
2. Biennial Update Report (BUR) Unit
3. Inventory Unit
4. Agriculture, Forestry and Other Land Uses (AFOLU) Unit

Your responsibilities

1. Supporting GHG inventory review process for Annex I Parties under the Convention and the Kyoto Protocol, you will:

- a. Coordinate reviews (in-country, centralized and desk) of several national GHG inventories from Annex I Parties under the Convention and Kyoto Protocol in accordance with guidance provided for this purpose by the Conference of Parties (COP), the Conference of Parties (COP) serving as the Meeting of the Parties to the Kyoto Protocol (CMP) and the Conference of Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and subsidiary bodies in their



- respective decisions and conclusions, and implements quality assurance functions;
- b. Ensure this guidance is fully considered by the experts while conducting reviews; if necessary, adapts this guidance to the specific national circumstances of the countries reviewed through coordinating reviews;
- c. Provide authoritative guidance in supporting the COP, CMP, CMA and the subsidiary bodies of the Convention and the Kyoto Protocol, through analysis of policy and methodological issues related to GHG Inventories;
- d. Co-ordinate the work related to the review of the GHG emission inventories; lead the analyses of policy instruments related to combating climate change, including emissions trading.

2. In the area of reviews of NCs, BRs BURs, REDD+ under the Convention and BTR submissions under the Paris Agreement, you will:

- a. Coordinate the in-depth review of NCs, BRs, 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. Ensure 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. Supporting intergovernmental processes, you will:

- a. Ensure 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. Provide substantive support to the intergovernmental negotiations on the technical examination process by supporting consideration of agenda items under the subsidiary bodies, the COP, CMP and CMA;
- c. Prepare 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. In the area of representation, you will represent 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. In the area of resource mobilization, you will enhance 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. In the area of knowledge management, you will: 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, the incumbent 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.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

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 in environmental sciences, engineering, economics, development studies or a related discipline is required. A combination of a first level university degree plus additional three years of relevant working experience at the professional level may be accepted in lieu of an advanced 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 English, both oral and written.

Highly desirable: Working knowledge of another official UN language.

Specific professional knowledge and skills and Job-related skills

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 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:



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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\$ 74,913 to US\$ 83,062
(plus variable post adjustment, currently 35.9% 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.
