United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Quality and Project Management (QPM) Unit

VACANCY ANNOUNCEMENT NO:	**VA13/082/SDM**
PUBLICATION/TRANSMISSION DATE:	**28 November 2013**
DEADLINE FOR APPLICATION:	**27 December 2013**
TITLE AND GRADE:	**Programme Assistant (Data Services, G-6)**
POST NUMBER:	**CDM-2933-V590-G6-001**
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 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 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 post of Programme Assistant is located in the Quality and Project Management Unit (QPM) which is responsible for providing Quality, Project, Data, 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 data to support decision-making. The incumbent reports to the Programme Officer (Team Leader). S/he is accountable for support to the development and management of the analytical database, capturing electronic data and the provision of relevant products.

The key results expected are:
- Analytical database development and data management;
- Support to the capture and acquisition of new electronic data;
- Provisioning of data products, data technical support and recommendations.

Contribute to analytical database development and data management
1. Provides technical support for the analytical database applications, data and information portals and performs complex troubleshooting for these applications;

2. Participates in the development, programming, testing, quality control and implementation of new analytical database and portal releases, functionalities and conducts version management;
3. Designs and develops analytical database applications and portals, using established UNFCCC standard database and database management programming languages (i.e. Microsoft, SQL and Stata);
4. Deploys analytical database applications and portals according to specifications; monitors data quality and performance appropriately and produces monitoring reports;
5. Prepares technical documentation for analytical database applications and portals; administers changes to technical documentation in accordance with change management and operation procedures;
6. Assists in developing/refining support and operations procedures for database applications and portals, including programming requirements and recommendations to users for interfaces.

Support to the capture and acquisition of new electronic data;
1. Takes the lead in projects dealing with the capture and acquisition of new data including planning, specification, design, development, implementation and maintenance of electronic data capture (EDC) kiosks and applications; liaises with users to define and specify requirements; designs and develops workflows, builds, tests, modifies and maintains data capture applications;
2. Contributes to feasibility studies, analysis, design, development, implementation and evaluation and testing of new data and database improvements and new data analysis systems and portals;
3. Assists in the identification of user data needs, including analysis of business process, organization and document workflow and identification of classification schema of internal and externally sourced data;
4. Conducts research on CDM, JI & ET data/information/knowledge and documents, tools, procedures, standards, retention and archival procedures keeps of abreast of impacts regulatory changes on data quality.

Provisioning of data products, data technical support and recommendations
1. Prepares a variety of reports, presentations, tables, data sets to key internal and external partners.
2. Keeps abreast of developments in the field; conducts research on new database and reporting technologies; proposes new acquisitions; assists in the implementation of new data analysis and capture technologies;
3. Provides guidance and training to new/junior staff;
4. Performs other related duties required to achieve the goals and objectives of the team, sub-programme and the programme.

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

Educational Background: High school diploma or equivalent. Other related training or degrees in database technologies essential.

Experience:
- At least seven years of experience in database information analysis, database programming, database development, administration and maintenance, data mining, analytical software development in a client service arena, or related areas.
- Good knowledge of data mining and extraction information from data and its transformation into understandable structure for further use.

Specific professional knowledge:
- Highly proficient in database programming, design, development and maintenance. Well-developed knowledge of data management, data pre-processing, model and inference considerations, metrics, complexity considerations, post-processing of data structures, visualization, and online updating.
- Knowledge of carbon market, project, process (CDM and JI) and emissions trading systems (ET) data is an asset.

Job-related skills:
- Programming in SQL, Visual Basic for Applications, Stata (do-file programming) and a highly specialized knowledge of relational databases such as MS Access or SQLserver or MySQL is required.

- Knowledge of statistics is desirable and MS SharePoint site development is an asset.

Language requirements: Fluency in spoken and written English is essential. Knowledge of other UN languages is an advantage.

How to apply

Candidates whose qualifications and experience match the requirements for this position, please only use the on-line application system available at http://unfccc.int/secretariat/employment/recruitment.

<u>Please note:</u>

1. **This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.**
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:** **Euro 40,010 plus other UN benefits as indicated in the link below:**
   https://unfccc.int/secretariat/employment/conditions-of- employment.html