



VACANCY ANNOUNCEMENT

Team Lead, P-4
Transparency Division,
MRV/ETF Support 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 21/034/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 in the UNFCCC secretariat in Bonn, Germany, in the MRV/ETF Support subdivision of the Transparency division.

The overall purpose of this subdivision is to support provision of technical support and assistance to developing countries on MRV and ETF issues, including preparation and submission of national communications, biennial update reports and biennial transparency reports, and institutional arrangements necessary to support their preparation. It will provide overall coordination of the development and delivery of all training and certification programmes, coordination of the Consultative Group of Experts (CGE workplan) and activities and the coordination of negotiations on CGE related aspects, including developing countries MRV/ETF related issues and training aspects. It will support the preparation and reporting of NDCs, NAMAs, LT-LEDs and response measures in the context of the ETF. Additionally, it will coordinate the peer-review activities of GHG inventories in developing countries for establishing sustainable GHG inventory management systems.

What will you be doing

Reporting to the Manager of the MRV/ETF Support subdivision, you will lead the CGE/ETF Support Unit which works closely with all units of the subdivision as well as with the Info Hub, Data, Systems and Tools subdivision and the MRV/ETF Support subdivision.

The MRV/ETF Support subdivision consists of three units:

1. CGE/ETF Support unit;
2. Training & Certification unit;
3. GHG Inventory Support unit.

Your responsibilities

You will lead the day-to-day operation of the CGE/ETF Support unit, specifically preparation and follow-up of tasks and schedules in line with the existing rules and procedures, and in terms of performance assessments, including those in the framework of the Performance Appraisal System (PAS); manage



the institutional and procedural arrangements for transitioning from the current MRV system under the Convention and the Kyoto Protocol to the new ETF under the Paris Agreement, ensuring a coordinated operationalization of the ETF consistent with deadlines established in the relevant UNFCCC decisions and across the secretariat.

1. With regard to technical support to developing country Parties on the existing MRV arrangements and the enhanced transparency framework as well as the preparation and communication of nationally determined contributions (NDCs) in the context of enhanced transparency framework, you will:

- a. Develop and implement vision and strategy to provide technical support to developing country Parties to put in place essential institutional arrangements to support MRV/transparency of climate action and support, and implement modalities, procedures and guidelines for the existing MRV arrangements under the Convention and the enhanced transparency framework under the Paris Agreement;
- b. Coordinate programming and delivery of technical support to developing country Parties based on the needs emerging from the ground taking into account the strategic priorities of the secretariat, the Conference of the Parties (COP), Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and subsidiary bodies (SBs);
- c. Provide authoritative advice and guidance on the understanding and implementation of the operational details relevant to the implementation of the enhanced transparency contained in different CMA decisions (for example, reporting guidelines for biennial update report and national communication, modalities, procedures and guidelines (MPGs) to enhanced transparency framework, including tracking progress of implementation and achievement of NDCs, and guidance on information necessary to facilitate clarity, transparency and understanding (ICTU) of NDCs;);
- d. Engage with the national experts from developing country Parties to identify their technical assistance and support needs to enhance the implementation of the existing MRV arrangements and prepare for the enhanced transparency framework, including their ability to identify, prioritize and report information on NDCs, mitigation and adaptation actions in their national communications, biennial update reports and biennial transparency reports, and enhance their institutional arrangement to prepare and submit these reports in a timely manner;
- e. Coordinate provision of, upon request, targeted regional and in-country technical support, including training workshops and webinars, on the application of reporting guidelines for biennial update reports and national communications, ICTU guidance and the MPGs for the enhanced transparency framework, including tracking progress of implementation and achievement of NDCs;
- f. Forge strategic partnership with relevant external partners to setup and maintain regional and submission MRV/transparency networks and hubs, develop and implement pilot projects to enhance the institutional arrangements, professional short-term training courses on MRV/transparency, and other knowledge products;
- g. Coordinate to the secretariats efforts to implement relevant NDC and ETF processes, including analysis of submitted NDCs and the preparation of the synthesis report on NDCs following the submission cycle of NDCs;
- h. Lead the coordination and outreach activities of the secretariat to facilitate engagement of partner organizations in the provision of technical support to developing countries.

2. Supporting to Consultative Group of Experts (CGE), you will:

- a. Act as primary advisor to the CGE in fulfilling its mandate to provide technical support and advice to developing country Parties; coordinate substantive and administrative support



necessary to successfully implement the annual work plan of the CGE, including submission of its annual progress report to the COP and CMA through the SBI;

- b. Provide authoritative advice to the CGE in developing and implementing its annual work plan;
- c. Define and mobilizes resources necessary to support the work of the CGE;
- d. Conduct policy analysis and makes recommendations to the CGE.

3. Supporting intergovernmental processes, and in particular, 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 and support to developing country Parties to implement MRV/transparency provisions;
- b. Provide substantive support to the intergovernmental negotiations on the financial and technical support to developing country Parties for MRV/transparency by supporting consideration of agenda items under the subsidiary bodies, the COP and CMA;
- c. Prepare technical papers on different aspects of the technical work undertaken by the CGE as well as relevant official documents, annotations; Brief the chairs of relevant negotiating bodies and provide 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. Provide 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, contribute 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, you will present training components in your 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 (M.A. or equivalent) in environmental sciences, engineering, economics, development studies or a related discipline is required. A combination of a first level university degree (B.A. or equivalent) 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 adaptation and mitigation issues, and related UNFCCC reporting guidelines for non-Annex I Parties for biennial update reports and national communications for developing countries, and modalities, procedures and guidelines for the ETF under the Paris Agreement. 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:

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:
4. 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.