



VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Process Management Unit (PMU)

VACANCY ANNOUNCEMENT NO:	VA 13/005/SDM
PUBLICATION/TRANSMISSION DATE:	15 January 2013
DEADLINE FOR APPLICATION	13 February 2013
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	CDM-2933-V510-P4-001
INDICATIVE NET ANNUAL SALARY:	US\$ 67,483 to 74,645 (without dependents) US\$ 72,467 to 80,349 (with dependents) (plus variable post adjustment, currently 49.2% of net salary) plus other UN benefits and pension fund
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 core responsibility of Process Management Unit is to ensure that meetings of all bodies are organized and conducted in an efficient manner, including through the provision of policy and strategic advice to Chairs and Vice-Chairs, and that relevant procedures are applied in all processes.

Responsibilities

Under the direct supervision of the Manager, PMU, the incumbent leads the EB/JISC & CMP Support Team and is responsible for planning, coordinating and managing activities in conjunction with and in the provision of supporting the CDM EB, JISC and CMP.

1. Leads the implementation of the CDM EB, JISC and CMP work programme by planning, organising and coordinating support provided to these entities; ensures that mandates of the regulatory bodies and CMP are delivered, by developing yearly work plans for the regulatory bodies, and ensures that agendas for the regulatory bodies of the CDM and JI are developed;
2. Advises the Secretary of the CDM EB/JISC and the Chairs of the regulatory bodies; monitors the servicing of meetings, designs workflows and adopts best practices in support of the regulatory bodies; coordinates the timely delivery of inputs from the programme to the regulatory bodies and the intergovernmental process during respective sessions of the CMP;
3. Provides regular inputs in the development of governance matters related to the CDM and JI regulations; follows up on or leads, when required, the development of related regulations; supports the preparation of the CDM related UNFCCC negotiations on governance matters; identifies problems and issues to be addressed and initiates corrective action; liaises with relevant parties to ensure follow-up actions;

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4. Acts as Secretary to the Chair of the Regulatory Board Committee (RBC) by advising, briefing and supporting members; advises the committee on practices and regulations of the CDM EB, JISC and UNFCCC secretariat; participates in the planning, development and implementation of the evolving strategic and operational objectives relating to the CDM and JI regulatory bodies;
5. Assists in policy development, including the review and analysis of emerging substantive issues and trends related to functional areas and organizational matters relating to strategy, policy, goal setting and programme development, and ascertains timely delivery of high quality reports and any other outputs from the CDM EB and JISC;

Essential Requirements

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

Education: Advanced university degree in environmental, social or political sciences, business administration, environmental management or a related area. A first level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

Experience: A minimum of seven years professional experience in environmental related programmes, project based mechanisms or public administration. At least three years in an international environment and in the organization of intergovernmental meetings is required. Knowledge of SDM programme activities is desirable

Specific professional knowledge and job-related skills:

Knowledge of climate change issues, project based mechanisms and UN rules and regulations desirable.

Language requirements: Fluency in English, both oral and written is required. Knowledge of another UN language is desirable.

Expected competencies

Professionalism: Familiarity with and experience in the use of various research methodologies and sources. Ability to plan, develop, implement, monitor and evaluate major projects. The capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges. Ability to provide sound technical advice to managers.

Commitment to Continuous Learning: Willingness to keep abreast of and promote new developments in the appropriate professional field.

Communication: Ability to act as an effective spokesperson internally and externally. The capacity to draft clear concise high quality reports or documents relating to area of professional expertise.

Technological Awareness: Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Teamwork: Ability to establish good interpersonal skills and to maintain effective working relations in a multi-cultural organization. Ability to gain the assistance and cooperation of others through the demonstration of leadership

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.