VACANCY ANNOUNCEMENT

FINANCE, TECHNOLOGY AND CAPACITY BUILDING (FTC) PROGRAMME

Technology Unit

ANNOUNCEMENT NO:	**VA 12/079/FTC**
PUBLICATION/TRANSMISSION DATE:	**19 October 2012**
DEADLINE FOR APPLICATION:	**18 November 2012**
TITLE AND GRADE:	**Programme Officer, P-3**
POST NUMBER:	**FCA-2925-P3-007**
INDICATIVE ANNUAL SALARY:	**US$ 56,091 to 62,803 net (without dependents)**
	US$ 60,091 to 67,387net (with dependents)
	(plus variable post adjustment, currently 45.2% 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 Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

Responsibilities

The FTC Technology sub-programme consists of two units: (1) Technology Policy and Strategy and (2) Technical Support and Implementation. This position is located in the Technology Policy and Strategy unit. Under the general guidance of the Manager (P-5), Technology sub-programme and direct supervision of the team leader of the Technology Policy and Strategy Unit, the programme officer provides substantive support on matters related to the design and analysis of the policy and strategy to ensure the implementation of an effective, coherent and integrated Technology Mechanism established under the Cancun Agreements and further defined by the Durban Outcomes. The officer also supports the intergovernmental work and negotiations under different bodies to the UNFCCC on matters related to development and transfer of technologies, taking into account guidance from Parties.

The Key Results/Accountabilities are:

- Intergovernmental work and process on development and transfer of technologies
- Implementation and operation of the Technology Mechanism
- Information sharing and knowledge management
- Inter-agency collaboration

1. Supports the intergovernmental work and process on development and transfer of technologies

   a. Provides substantive support to the intergovernmental work and process on issues related to the development and transfer of technologies under the Conference of the Parties and its subsidiary bodies in particular the Ad Hoc Working Group on the Durban Platform for Enhanced Action through preparing background documents, annotations, briefing notes and drafting text for the Chairs and facilitators of technology negotiating groups under different bodies, as well as provides timely inputs and support to the group meetings, informal consultations and side events;

   b. Compiles, analyses and synthesizes submissions from Parties and inputs from relevant international organizations to facilitate deliberations among Parties, drafts background documents including coordinating the work of consultants to prepare technical papers and documents on selected issues for consideration by Parties in particular on the development of policy and strategy to enhance national and international cooperation on technology development and transfer as mandated by the COP and the subsidiary bodies;

   c. Provides substantive support on the planning and organisation of intersessional and in-session expert meetings or workshops on issues related technology development and transfer as mandated by the COP and/or its subsidiary bodies.

2. Supports the coherent and effective implementation of the Technology Mechanism

   a. Provides substantive support to the Technology Executive Committee in implementing its functions related to analysis and synthesis though preparing information paper to support the TEC in identifying specific issues and topics for its further consideration, organizing consultant team and liaising with relevant organizations to prepare draft technical papers and/or organizing relevant events on these topics, supporting the TEC on the consideration of these papers and the preparation of policy recommendations for consideration by the COP through its subsidiary bodies as needed, and supporting outreach activities of the TEC on relevant outcomes;

   b. Provides substantive support to the Technology Executive Committee in implementing its function on catalysing the development and use of technology road maps or action plans at the international, regional and national levels to enhance action on mitigation and adaptation on the ground including through developing, regularly updating and maintaining an inventory of existing technology roadmaps and action plans at various levels, organizing consultant team in preparing a serial of background documents and/or technical papers, organizing expert meetings and supporting the TEC in preparing its recommendations for consideration by the COP through subsidiary bodies, and liaising with relevant organizations in implementing the recommendations of the TEC on these matters;

   c. Provides substantive supports to facilitate an effective and coherent interaction between the TEC and the Climate Technology Centre and Network (CTCN) including liaising with the host of the Climate Technology Centre (CTC) and the advisory board of the CTCN to facilitate information flow on progress of the work and activities of the CTC host, providing support for the preparation of their join annual report for consideration by the COP through the subsidiary bodies, and carrying out other CTCN relevant activities requested by Parties to be undertaken by the secretariat.

3. Information sharing and knowledge management

   a. Leads the development and management of a new technology information platform through liaising with the TEC and CTCN on redesigning TT:CLEAR with strategic focus to serve as an common information platform for the Technology Mechanism to outreach both the work and activities carried out by the TEC and the provisions of support provided by the CTCN as well as by those relevant stakeholders and partner organizations;

   b. Coordinates the development of new features within TT:CLEAR to be used as an effective electronic means to facilitate active interaction and exchange between the TEC and relevant stakeholders including international organizations, NGOs, the private sector, research institutions and academia with a view to mobilizing their support to the work of the TEC, through preparing proposal of the new information platform under the guidance of the TEC, liaising with relevant officers from the ITS programme to develop new working approach to implement the proposal and operate the platform, and regularly reviewing the performance of the new platform and improving the platform accordingly;

c. Coordinates with relevant officers within the FTC programme in obtaining inputs for regularly updating the content of the new technology information platform.

4. Inter-agency collaboration
   a. Liaises with relevant international organizations and agencies, the private sector, and the academic institutions in order to enhance the collaboration and mobilizes their support for the implementation of the Technology Mechanism in particular the work of the TEC;
   b. Contributes to events, reports and other activities organised by partner agencies and/or jointly.

5. Performs any other job related activity required to achieve the goals and objectives of the Technology Policy and Strategy unit, the Technology sub-Programme, the FTC or the Secretariat, including representing the Secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.

Requirements

Education:
- First level university degree in environmental science, economics, engineering, development studies or a related discipline.

Experience:
- At least five (5) years of progressive experience in an international organization with strong technical and analytical skills on technology and policy related papers..

Specific professional knowledge and skills:
- At least five years of relevant working experience at the national and/or international level in climate change issues, technology development and transfer, development studies, information technology or related fields.
- Familiarity with policy formulation and interaction with various stakeholders including governments, international organizations, research institutions and private sector desirable. Experience in analyzing and preparing technical and policy papers to promote cooperative action among relevant stakeholders on technology development and transfer and its related matters is an important asset.
- Sound analytical and written skills; good planning and organizational skills

Language requirements:
- Fluency in English (both oral and written) is essential. Working knowledge of another UN official language is desirable.

Evaluation criteria

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Ability to provide thorough, well-reasoned contributions to documents and papers.

Technological Awareness: The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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. **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.**