VACANCY ANNOUNCEMENT

Programme Assistant, G-6
Transparency Division
Information Hub, Data, Systems and Tools Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
7 January 2024 23:59 hrs CET	VA 23/102/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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Information Hub, Data, Systems and Tools subdivision of the Transparency Division.

The Transparency Division supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture and Koronivia, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis.

The Information Hub, Data, Systems and Tools sub-division provides managerial oversight of internal deliverables, senior representation, external engagement, and coordination of the submission/receipt process for official documents from developing and developed countries under the MRV system and the new ETF system. It also provides overall coordination of all IT-related activities for the entire division, including the maintenance and enhancement of all existing systems and tools, and the development of the new ETF. Moreover, the subdivision acts as the information hub for transparency information collection and analysis across the secretariat, including providing policy briefs. It provides overall coordination of negotiations on data/tools issues and supports negotiations on MRV and ETF.

Under the supervision of the Team Lead (P-4) of the Information Hub, Data and Information Management unit, the incumbent contributes to the development and operation of the new and existing IT systems and tools, supports the analysis of data, provides support to conferences, meetings and workshops and provides support to the supervisor and the programme officers assigned to the unit in performing work-related tasks.

You will have the following responsibilities

1. **Contributes to the testing, debugging, release and maintenance of the new ETF reporting and review systems and tools:**

   a. Conducts thorough functional testing on the increment versions of the new reporting and review tools to be used by Parties under the ETF;
   b. Provides documentation/explanations on the findings of errors and corrections needed;
   c. Contributes to the elaboration of business requirements, system requirements and test cases to support the development of IT systems and tools;
   d. Prepares technical and user documentation for deployed computer application systems, as well as training materials and conducts technical presentations;
   e. Serves as focal point for technical-related inquiries from stakeholders on the use of the ETF systems and tools, involving liaison with diverse units.

2. **Operates and maintains existing tools, applications, portals, web interfaces and databases:**

   a. Ensures that existing information systems, tools, applications, portals, web interfaces and databases are up to date and operational;
   b. Review workflows and identify technological applications and tools required for the process;
   c. Act as the focal point for inquiries related to the existing IT systems and tools from various internal and external stakeholders;
   d. Assists in drafting technical specifications and documentations for the relevant IT systems and tools, and provides technical support to users;
   e. Drafts a variety of reports, communications and presentations, including statistical information using various databases.

3. **Provides support on matters related to the management and technical analysis of data reported by Parties:**
   a. Operates the tools established under the UNFCCC data warehouse for providing the required data and performs the tasks to continuously update the transparency information hub
   b. Collects, analyses and presents statistical data and other information gathered from various organizations;
   c. Supports preparation and publication of the documents in support of the review processes under the Convention and the Paris Agreement;
   d. Contributes to and coordinates the drafting of responses to data-related inquiries from Parties, other organizations, media, academia, and the general public.

4. **Supports the intergovernmental processes:**

   a. Provides technical and logistical support to the planning and implementation of technical events;
   b. Contributes to the timely preparation and publication of mandated reports under the Convention and the Paris Agreement, in support of reporting and review-related negotiations, including preparation and presentation to the subsidiary bodies (SBs).

5. **Performs any other job-related activity** required to achieve the goals and objectives of the team, the subdivision, the division or the secretariat, including administrative and logistical support to to the other transparency related processes.

<u>Competencies</u>

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Completed secondary education. Formal education/training courses or studies in computer science/information technology, software testing and/or IT project management.

Experience

At least seven (7) years of progressively responsible professional experience in information systems analysis, systems and tools management and maintenance, data management, data analysis, technical writing, project or service management in the information system field.

Language skills

Fluency in English (both oral and written) is required. Working knowledge of German and/or another United Nations language is an asset.

Specific professional knowledge and skills

Excellent knowledge in standard office applications. Proficiency at working in a Windows environment, especially with databases and web interfaces, as well as in utilizing internet resources. Ability to communicate and coordinate effectively with team members and other teams within the secretariat. Ability to analyse technical data and to draft documents clearly and concisely. Experience with BI tools (Power BI, Qlik, Tableau) is desirable.

What is the selection process

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. All travel costs related to the interview and relocation 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 50,302 plus other UN benefits as indicated in the link below: https://unfccc.int/secretariat/employment/conditions-of-employment.html

UNFCCC 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.