



VACANCY ANNOUNCEMENT

INFORMATION TECHNOLOGY SERVICES (ITS) PROGRAMME

International Transaction Log (ITL)

VACANCY ANNOUNCEMENT NO:	VA 13/028/ITS
PUBLICATION/TRANSMISSION DATE:	4 April 2013
DEADLINE FOR APPLICATION	3 May 2013
TITLE AND GRADE:	Information Systems Programme Officer, P-4
POST NUMBER:	TLI-2945-P4-001
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 supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Information Technology Services programme is a central service provider for information and communication technology infrastructure and user support services, as well as for information systems development, maintenance and application support within the UNFCCC.

The International Transaction Log (ITL) is the central hub for tracking transactions of Kyoto Protocol units under the emissions trading and accounting provisions of the Kyoto Protocol. The Information Technology Services programme is responsible for a continued and reliable operation of the ITL. The unit is located in the IT Management and Monitoring (IMM) sub-programme of ITS.

Responsibilities

Under the overall supervision of the Coordinator of the ITS programme and the direct supervision of the Manager, IT Management and Monitoring (IMM), the incumbent leads the ITL unit and coordinates the development, maintenance and hosting of the ITL and technical support to national registries, the CDM registry and supplementary transaction logs.

The key results are: Implementation of ITL, including management of the ITL budget and reporting to governing bodies, contract management and team management. In order to achieve these results, the incumbent:

1. Plans and directs all aspects of ITL development and implementation, including providing guidance to the work and monitoring performance of ITL vendors; Maintains necessary consultations with internal and external stakeholders; Manages income and expenditures of the ITL budget and provides support to related negotiations in the subsidiary bodies and the CMP; Establishes mature processes of risk, change and quality management to meet the goal of making the ITL a stable, reliable and secure system; Advises on mid- and long-term strategies for further development and maximization of value of ITL solution on the evolving landscape of emission trading mechanisms.

2. Performs contract and vendor management for the ITL including monitoring of progress reporting and service levels, processing change requests, approving work packages, reviewing expenditures and clearing invoices from vendors; Organizes and leads steering group and advisory board meetings; Provides input to and leads the biennial vendor contract reviews; Prepares annual reports to the contract committee; Acts as ITS lead for all procurement activities related to the ITL; Ensures that all ITL operational procedures are followed as well as reviewed and updated and new procedures are drafted as necessary.
3. Oversees the technical work on the ITL and registry systems to ensure reliability, performance, security and strategic fit of technologies used for ITL infrastructure and software solutions and compliance of ITL processes and practices with relevant industry standards such as ITIL; Ensures the timely delivery of independent assessment reports for each national registry; Acts as change manager for technical changes in the ITL change advisory board; Ensures appropriate maintenance and further development of the data exchange standards (DES); Oversees change and release processes, ensuring timely, coordinated and safe rollout of changes to the ITL and the registries; Oversees public and restricted communication channels of the ITL Administrator such as the relevant pages of the UNFCCC web site and RSA extranet.
4. Reviews and provides feedback on user requirements and specifications received; Ensures that user requirements are correctly transposed into analysis and design specifications and raises issues or requests feedback from the substantive programmes in case of doubts; Agrees on timeframes and priorities of implementation of user requirements; provides data and statistics, taking into account the confidential nature of the ITL data; Establishes and shares lessons learned, including on aspects relating to the operation of registry systems, their security and the execution of the independent assessment report common operational procedure.
5. Manages, supervises and guides the work carried out by the ITL unit by providing professional leadership and mentorship, substantive reviews of draft work programmes prepared by staff; Recommends recruitment of staff for the unit; Manages, guides, and ensures training for staff; Carries out programmatic and administrative tasks necessary for the functioning of the unit including the preparation of budget proposals, by assigning performance parameters and critical indicators and monitoring them, reporting on programme budget performance, and evaluating staff performance.

Essential Requirements

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

Education: Advanced university degree (Masters) in computer sciences, mathematics, engineering, or in a related discipline. Formal training in management and business administration is a plus. A combination of a university degree plus substantial professional experience in the field may be accepted in lieu of an advanced degree in the relevant discipline.

Experience: At least seven (7) years of progressively responsible professional experience, including on issues related to climate change, Kyoto Protocol mechanisms, and IT project management, preferably in an international context.

Specific professional knowledge and job-related skills:

- Knowledge of architecture, functioning and operation of large-scale, asynchronous transactional systems; Experience coordinating global activities in multiple time zones;
- Proven ability to plan, prioritize and deliver tasks on time and to produce quality results while meeting established goals;
- Ability to generate innovative, practical solutions to challenging situations; Ability to support complex negotiations;
- Effective participation in a team-based, information sharing environment, through collaboration and cooperation with others.

Language requirements: Fluency in oral and written English, working knowledge of other UN language is an asset.

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Expected competencies

Professionalism: In-depth knowledge of and experience in information systems design, development, and maintenance. Conceptual and strategic analytical capacity to develop well-reasoned, innovative concepts, and propose appropriate solutions to the challenges posed by complex and inter-connected systems. Thorough familiarity with a range of programming languages and development paradigms. Experience in planning, developing, implementing, monitoring and evaluating major information systems projects.

Client Orientation: Demonstrated ability to interact with and assess user's information requirements. Ability to develop systems and databases to address the need of the secretariat.

Communication: Capacity to speak and write in a clear and concise manner; ability to act as an effective spokesperson on systems-related issues internally and externally. Ability to express complex technical concepts and recommendations in a non-technical manner.

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

Managing Performance: Ability to establish priorities and to plan, coordinate and monitor work of others. Ability to coach, mentor, motivate and develop staff and encourage good performance.

Commitment to Continuous Learning: Willingness to keep abreast of new developments in the field of information systems and data management.

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.**
4. **Salary and allowances:**

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 as indicated in the below link.
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>