



## Announcement for Consultancy

### Senior QA Manager

Administration and Operations Division  
Information and Communication Technology Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
14 September 2025 23:59 hrs CET	25/CON20/A&O	As soon as possible	3 months with possibility of extension	Remote

Publication date: 29 August 2025

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, its Kyoto Protocol, and the historic Paris Agreement by a range of activities, including substantive and organizational support to meetings of the Parties and the implementation and stabilization of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental and development issues of our time.

The **Information and Communication Technology Subdivision (ICT) within the Administration and Operations Division** 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.

You will be part of the **Project and Service Management unit** within the ICT sub-division of the Administration and Operations division. While line management responsibilities rest with the Team Lead of the unit, you will work under the direct supervision of the designated Project Manager, and under the general oversight of the ICT Manager.

The vision of the ICT subdivision is to provide to UNFCCC responsive, cost-efficient, and innovative ICT expertise and secure solutions that enable governments and other stakeholders to create a climate resilient and low-emissions world for present and future generations.

### Purpose

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The secretariat is seeking the services of a qualified **Senior QA Manager** to support the delivery, enhancement, and finalization of key areas such as

#### Enhanced Transparency Framework (ETF)

The ETF refers to the Enhanced Transparency Framework, a UNFCCC initiative aimed at improving climate-related reporting and review processes. It includes a suite of digital tools and systems designed to support countries in submitting, reviewing, and analyzing climate data in standardized formats.

#### Global Stocktake (GST)

The Global Stocktake (GST) is a central mechanism under the Paris Agreement designed to assess the world's collective progress toward achieving its climate goals.

#### Article 6

Article 6 of the Paris Agreement enables countries to cooperate voluntarily in achieving their climate goals through market and non-market mechanisms. It includes three key components: Article 6.2 allows for the



transfer of emission reductions between countries via Internationally Transferred Mitigation Outcomes (ITMOs); Article 6.4 establishes a centralized UN-supervised crediting mechanism to generate high-quality carbon credits; and Article 6.8 promotes non-market approaches such as technology transfer and capacity building. Together, these mechanisms aim to enhance global ambition, ensure environmental integrity, and support sustainable development.

### Stakeholder Engagement

The Stakeholder Engagement is a strategic initiative designed to enable structured, inclusive, and technology-driven engagement with non-Party stakeholders (NPS)—such as private sector actors, civil society, and subnational entities—who play a vital role in advancing climate action alongside Parties.

### MS365 and DRUPAL Platforms

The MS365 and DRUPAL Platforms supports internal and external collaboration and process management across the secretariat.

### Website Platform

The Website Platform, serves as the primary digital interface for external stakeholders, including Parties, NGOs, and the public.

You may be assigned to one or more of the areas, based on organizational needs and priorities and will identify user needs, gather enhancement requirements, prepare backlogs, and support the implementation.

## **Tasks**

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- Rapidly attain a comprehensive understanding of the mission, direction, structure, mandates, and requirements of relevant business areas and UNFCCC.
- Build trust and manage relationships with key business stakeholders at a senior level.
- Lead the analysis, design, and documentation of a comprehensive quality strategy that encompasses quality assurance, quality control, and acceptance testing. This strategy should be based on documented requirements, industry standards, best practices, and state-of-the-art methodologies agreed upon with UNFCCC.
- Ensure that all aspects of the strategy are meticulously planned and executed to maintain the highest standards of quality throughout the development process.
- Oversee the development, enforcement, and adherence to stipulated testing standards and procedures to ensure that assigned applications and portfolios meet the highest quality standards.
- Prepare and/or oversee the preparation of test strategies, test plans, test scripts, test data, and expected results to verify that applications meet their functional and non-functional requirements.
- Critically review and formally approve all test plans, test scripts, test data, and expected results submitted by the development vendor or internal teams, ensuring strict alignment with the overarching quality strategy and compliance with defined standards.
- Direct and guide the vendor's QA/Test Manager in the creation of rigorous and traceable test plans, ensuring they fully reflect business requirements and quality expectations.
- Coordinate and manage UAT activities conducted by the Business division, ensuring comprehensive documentation of test results with traceability to original requirements.
- Create test reports and active participation in defect workshops to effectively prioritise and resolve defects.
- Review and approve user documentation, technical documentation and online help.
- Assist to achieve project deadlines and schedules through active management of scope, risks and business expectations priorities.



- Report progress and status to Project Boards, ICT Manager and ICT Team Leads.
- Provide recommendations and alternative course of actions in case of deviations and risks.

## Outputs

Output	Description	Date	Performance Indicators
Quality strategy	Quality strategy showing the responsibility of UNFCCC/vendor for the different included quality stages	End of the Contract	Clear delineation of responsibilities, approval from stakeholders, alignment with industry standards
Test plans and test cases	Test plans and test cases (in addition to those created by the vendors)	End of the Contract	Comprehensive coverage of requirements, approval from QA team, alignment with test strategy
Test execution	Documentation of test execution using Jira X-Ray	End of the Contract	Accurate and complete documentation, traceability of test cases, timely updates
Traceability matrix	Evidence of requirements fulfillment including traceability from user story, user journey, bug, back to requirement	End of the Contract	Complete traceability matrix, approval from stakeholders, alignment with requirements
Defect Reports		End of the Contract	Detailed documentation of defects, severity, and status, timely resolution of issues
Test Summary Reports		End of the Contract	Summary of testing activities, number of test cases executed, passed, failed, critical issues identified
Training Materials		End of the Contract	Comprehensive guides and documentation, consistency in testing processes, knowledge sharing
Risk Assessment Reports		End of the Contract	Identification and documentation of potential risks, mitigation strategies, proactive risk management
Compliance Reports		End of the Contract	Documentation of compliance with relevant standards and procedures, as described in the quality strategy.

## Timeframe



The assignment is initially for the period of three (3) months with the possibility of extension subject to service requirements, performance, and availability of funds. The assignment will be full-time, starting as soon as possible.

### **Duty station**

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The assignment is to be carried out remotely.

### **Requirements**

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You should have the following qualifications:

Education: First level university degree in computer science, Information Technology, Mathematics, Engineering or related discipline in natural science.

Experience:

- Minimum of **seven** years of experience in quality assurance and application testing.
- Comprehensive understanding of how quality assurance integrates into the application development lifecycle.
- In-depth knowledge in designing and implementing quality strategies.
- In-depth knowledge and practical experience in applying all testing methods, including application testing, application integration testing, user acceptance testing, smoke testing, and sanity testing.
- Proficiency in reading and understanding functional requirements, business process models, and technical specifications.
- Proven experience in configuring and using automated testing tools across multiple projects.
- Extensive experience in using issue tracking tools in various projects.
- Ability to define and establish standards, processes, and methodologies.
- Strong team player with experience in collaborating with others to achieve common objectives.
- Experience with agile methodologies such as SCRUM.
- Expertise in performance testing, including load, volume, stress, and capacity testing.
- Experience in interacting with Business Owners and Product Owners.
- Experience in collaborating with Implementation Vendors, discussing test approaches, and validating and approving their testing deliverables.

Language requirements: Fluency in written and spoken English is required. Proficiency in other UN languages is an asset.

### **Consultancy roster**

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Qualified candidates who are not chosen will be retained in our roster for potential future opportunities that match their profile should the need arise.

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