



VACANCY ANNOUNCEMENT

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

Data Services Unit

VACANCY ANNOUNCEMENT NO:	VA 12/076/MDA
PUBLICATION/TRANSMISSION DATE:	2 October 2012
DEADLINE FOR APPLICATION:	14 November 2012
TITLE AND GRADE:	Programme Officer, P-4 (Team Lead, Data Services Unit)
POST NUMBER:	FCA-2924-P4-004
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 42% 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:	01 February 2013

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 Mitigation, Data and Analysis programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments.

Responsibilities

Under the general guidance of the Coordinator, Mitigation, Data and Analysis Programme (MDA), and the direct supervision of the Manager, Inventories and Data Services (IDS) Sub-programme, the incumbent organises the work of the Data Services Unit (DSU), including the preparation and release of data-related documents and web-based products, distribution and follow-up of tasks and schedules, as well as the preparation and follow-up on the Engagement Agreements regarding IT services between the IDS Sub-programme and ITS.

1. Ensures the day-to-day operation of the Data Services Unit in terms of preparation and follow-up of tasks and schedules in line with the existing rules and procedures, and in terms of performance assessments, including those in the framework of the Performance Appraisal System (PAS);
2. Prepares UNFCCC publications and online products based on data on greenhouse gas (GHG) emissions and removals reported by Parties under the Convention and data on accounting of tradable units reported by Parties in the framework of market-based mechanisms under the Kyoto Protocol;
3. Manages the operation and periodic upgrades of UNFCCC data systems for the receipt and processing of GHG data submissions from Parties (e.g., the UNFCCC submission portal and the GHG data interface); coordinates the analysis of business requirements for new IT systems supporting the reporting and review of GHG data, as well requirements or implementation for changes in existing systems and software, provides relevant recommendations;
4. Coordinates, by liaising closely with the relevant UNFCCC programmes, the preparation and support of GHG data required for expert review of GHG inventories and national communications of Annex I Parties to UNFCCC, including the preparation and support of external data required for that process;

5. Provides substantive support to agenda items under the UNFCCC Subsidiary Bodies and Ad-hoc Working groups that relate to the reporting and use of GHG data under the Convention and the Kyoto Protocol; organises the analysis and evaluation of new data requirements emerging from negotiations on a future climate change regime under the 'Bali Action Plan', such as requirements relating to measurement, reporting and verification (MRV) of enhanced mitigation action by Parties;
6. Provides expert advice and data inputs in the framework of data-related international cooperation with other international organisations such as the International Energy Agency (IEA) and the International Institute for Applied System Analysis (IIASA); ensures competent and timely responses to internal and external requests for data studies and to data-related enquiries from other organisations, the media as well as the general public

Requirements

Educational background: Advanced university degree in environmental sciences, engineering, computer science. Combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree.

Experience: At least seven (7) years of progressively responsible professional experience in the processing and analytical interpretation of complex data structures, information systems and databases. Two (2) years of relevant experience in an international setting is a requirement. Proven experience of at least three (3) years in project/team management will be an asset.

Specific professional knowledge and job-related skills: Knowledge of information systems related to climate change, such as databases containing information on greenhouse gas emissions or the International Transaction Log. Understanding of reporting and review requirements under the Climate Change Convention and its Kyoto Protocol. Expertise in software management, including business process analysis and preparation of business requirements for information systems. Proficiency in data interpretation and usage, planning and leadership skills.

Language requirements: Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

Evaluation criteria

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, 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. **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.**