



## VACANCY ANNOUNCEMENT

**Team Lead, P-4**  
Mitigation Division,  
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 September 2024 23:59 hrs CET	VA 24/060/M	As soon as possible	One year and six months 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.

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Mitigation division, which supports Parties to facilitate, catalyze and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

### **Where you will be working**

Within the Mitigation division, the **Constituted Bodies and Data Services (CBSU)** subdivision provides effective support on matters relating to the proper governance of the constituted bodies of relevant mechanisms, ensuring well-coordinated services to the bodies and their supporting panels, as well as with other subdivision units.

Under the general supervision of the Manager, Constituted Bodies and Data Services, the Programme Management Officer leads the **Mechanisms Registries unit** responsible for implementing and maintaining registry systems of the Article 6.4 mechanism registry and Article 6 International registry system, voluntary cancellation tools, databases and other related tools (together called a registry systems and tools), including the analysis of internal and external data in support of programme management and future processes and functions relevant to the operation of the mechanisms' registries and tools.

### **Key expected results:**

- Overseeing the development, implementation, administration and maintenance of mechanisms' registries, international registry under Article 6 voluntary cancellation tools, databases and related tools;



- Coordinating with the technology providers by proving business requirements, overseeing the deployment of the implementation of registry systems and tools.
- Leading the work on reviewing, processing and approving requests for the transfer of units within accounts of the Registries.
- Lead and provide information to stakeholders, including guidance and clarification on registry policies, rules, processes, and procedures
- Conducting analysis of regulatory decisions, as well as complex international emission trading, related to carbon markets and reports on the net impact and benefits of the mechanisms/offset schemes, including emission unit movements.
- Overseeing the implementation of the work programme of the Mechanisms Registries unit.
- Supporting intergovernmental negotiations in collaboration with the markets and non-markets subdivision on registry systems and tools related issues.
- Provide necessary support to the registry system administrator forum of the Article 6.

**Your main responsibilities:**

**1. Leading the development, administration, and maintenance of the registry systems and tools Mechanisms Registries unit, Voluntary Cancellation Tool, databases, and related tools to ensure execution of transactional instructions issued by the Regulatory Bodies. In particular:**

- a. Oversee the development, maintenance of the registries database, including account creation and maintenance, reconciliation, issuance of units of approved requests in the accounts of the registries (this includes both the international registry and Mechanism registry).
- b. Provide clearing and settlement services to the primary market, ensuring that governing body decisions are implemented, and that timelines and security measures are in place and followed;
- c. Develop, maintain, and monitor due diligence processes for the daily transactions related to registration, certified emissions reduction (CER), Article 6.4 emission reduction units, credit transfers from both the CDM and Article 6, and various lists related to focal points and project participants;
- d. Monitor and evaluate/adapt registry systems and databases, ensuring the production of registry reports;
- e. Manage the contractual arrangements with database developers, ensuring reporting requirements of various Mitigation stakeholders are met; develop electronic interface facilities for project participants, focal points and other stakeholders.
- f. Leads the work on the design, development of business rules and testing of the implemented systems of the new registry systems
- g. Provide necessary support to the team that is responsible for development of the interoperability requirements (necessary standards, protocols, communication standards, business rules, data exchange standards) between the various registry systems (Article 6.4 mechanism registry, A.6 international registry and other national registry)
- h. Providing information to stakeholders, including guidance and clarification on Registry policies, rules, processes, and procedures:
- i. Provide necessary support to the Article 6 Registry Systems Administrators Forum and in conferences and meetings related to carbon markets.
- j. Lead the work with the registry administrators of national registry systems to ensure operational compatibility, accuracy, efficiency and transparency.
- k. Supporting intergovernmental negotiations in collaboration with the markets and non-markets subdivision on registry systems and tools related issues.



- 2. Lead the work on Reviewing, processing, or approving requests for the transfer of units within accounts of the registries or from the registries to national registries while ensuring compliance with all related procedures, regulations and directives, including decisions of the relevant constituted bodies:**
  - a. Oversee, the approval, changes to register of Focal Point entities and Project Participant entities including details of their representatives.
  - b. Ensure data quality and consistency amongst various sub-databases containing entity-related data and observe protection of sensitive information.
- 3. Lead the work on analysing the regulatory decisions, as well as complex international emissions trading, carbon markets, financial and administrative issues with relevance to the issuance, holding and distribution of relevant unit credits:**
  - a. Recommend, develop, implement and monitor new or changes to existing Registry management policies, rules and procedures in response to decisions of the Meeting of the Parties to the Kyoto Protocol, the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), and the relevant constituted bodies (CDM Executive Board and the Article 6.4 Supervisory Body);
  - b. Analyse proposals for operating issues that are being considered by the relevant constituted bodies to ensure consistency with preceding decisions and with registry operating requirements and make recommendations to ensure the efficient achievement the objectives of each of the constituted bodies.
- 4. Lead the work on analysing international financial management, accounting and financial reporting requirements:**
  - a. Consider program risk management issues to develop, recommend, implement and evaluate the effectiveness of accounting and reporting policies and procedures;
  - b. Provide detailed functional specifications to information system development teams for the design, development, testing and implementation of applications and enhancements.
- 5. Oversee the implementation of the work programme of the unit, and in particular:**
  - a. Lead the activities of the team, providing professional leadership; participates in the planning and preparation of the budget and work programme;
  - b. Prepare substantive inputs for the work programme of the team, determining priorities and options for the completion of outputs and their timely delivery;
  - c. Ensure consistency and quality control on all substantive processes and outputs;
  - d. Formulate proposals and provide advice to the Manager on options to streamline the work in the area of registry.
- 6. Perform any other job-related activity required** in contributing to the achievement of the goals and objectives of the division and/or secretariat.

**Competencies:**

**Applying Professional Expertise:** Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and



fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

**Being Responsive to Clients and Partners:** Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

**Working with Teams:** Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

### **Managerial Competencies:**

**Managing Performance and Developing People:** Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

### **Your qualifications**

#### **Educational Background:**

**Required:** Advanced university degree in business or public administration, finance, accounting, information systems, mathematics or statistics, economics, development studies or a related discipline is required. A combination of a first level university degree plus additional two years of relevant working experience at the professional level may be accepted in lieu of an advanced degree.

#### **Experience:**

**Required:** At least seven 7 years of progressively responsible professional experience on issues related to finance, audit, banking, statistics, computer science, climate change policies, national GHG inventories. Two years of relevant work experience in an international setting is an asset.

#### **Language skills:**



**Required:** Fluency in English (both oral and written) is required. Knowledge of another UN official language is highly desirable.

**Specific professional knowledge:**

Solid experience in development, operation and maintenance of carbon market registry systems, information technology tools, working with interconnected registry systems, project management skills related to IT deployment.

Solid knowledge of the UNFCCC intergovernmental process and of climate change mitigation issues, in particular concerning cooperative/market mechanisms. Familiarity with the broader issues related to the Climate Change Convention, its Kyoto protocol and the Paris Agreement.

**Job-related skills:**

Demonstrated skill in coordinating and/or leading the development of technical reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders is essential.

Sound oral and written communication, including the skills to effectively interact with a wide range of partners, stakeholders, subsidiary bodies, and the Conference of Parties' representatives, etc. on technical as well as policy-related issues.

**What is the selection process?**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

**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. Service is limited to the UNFCCC secretariat.
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 and allowance:  
US\$ 77,326  
(plus variable post adjustment, currently 43.1% of net salary),  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.