



## **VACANCY ANNOUNCEMENT**

**Programme Assistant, G-5**  
Mitigation, Data and Analysis (MDA) Programme  
Inventories & Data Services Sub-programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
21 April 2016	VA 16/008/MDA	As soon as possible	One and half year 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 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 (MDA) programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments.

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

You will be working in Data Services Unit (DSU) which deals with GHG inventories from Annex I Parties as well as Annex I and non-Annex I data services.

### **What will you be doing**

Reporting to the Team Lead of DSU, you will be responsible for supporting the Team Lead and the Unit staff members in the handling of daily operations and in delivering its key reports and online products. Your functions will include:

- Support the submission process for GHG inventory data and other information
- Support the generation of data-based reports and online data products
- Support the development and maintenance of data tools
- Replying to data-related inquiries from Parties, the media and general public
- Support the preparation of Statistics
- Provide daily operational support to the team

### **You will have the following responsibilities:**

You will be responsible for providing operational technical assistance to the team in the implementation of the business processes. The activities will include but may not be limited to:

1. Support the submission process for GHG inventory data and other information by:
  - Leading the processing of GHG inventory submissions;
  - Managing the e-mail account for data submissions;
  - Supporting internal and external stakeholders in the submission process;
  - Supporting the configuration changes in the submission tools;



- Editing, maintaining and updating the relevant web pages;
  - Maintaining and updating the relevant documentation, including operating procedures.
2. Support the generation of data-based reports and online data products by:
    - Maintaining and updating the relevant documentation, including operating procedures;
    - Supporting timely delivery of major documents and online products;
    - Providing technical assistance to the preparation and publication of data-based reports by :
      - Conducting preliminary data checks of submissions with the use of appropriate technical tools;
      - Testing data tables required for the annual GHG data report, the annual compilation and accounting report, the annual synthesis and assessment report, and other reports as required;
      - Supporting the report publication process, including the internal processing of the reports, preparation of tables/graphs, and document formatting.
  3. Support the development and maintenance of data tools by:
    - Supporting the Team Lead as required on projects entrusted to the Unit, especially the projects for the development of software tools for the reporting and review processes;
    - Preparing the specifications as requested in a timely manner and the required level of quality;
    - Assisting in the maintenance and development of the greenhouse gas (GHG) data interface by:
      - Conducting functional and data testing in supporting periodic releases of the interface;
      - Generating data files as required;
      - Recording any issues that may arise during the year, escalate those issues as necessary, and recommending potential solution for addressing these;
      - Documenting requirements for changes to the data interface, as required;
      - Maintaining and keeping up-to-date the documentation including the operating procedures;
      - Managing the process for generating usage statistics for the usage of the GHG data interface.
  4. Reply to and keep record of data-related inquiries from Parties, the media and general public by:
    - Managing the GHG data email account;
    - Overseeing and maintaining the process of reviewing external and internal inquiries on GHG data;
    - Answering data-related enquiries as required, involving other Unit or MDA staff if necessary;
    - Maintaining the list of standard answers and the description of the workflow for inquiries;
    - Processing and recording data-related inquiries in the relevant databases and in the records management system.
  5. Support the preparation of statistics by:
    - Preparing analytical statistics on data submissions;
    - Preparing analytical statistics on the internal and external usage of the data interface on the UNFCCC website;
    - Preparing analytical statistics on GHG data enquiries.
  6. Provide operational daily support to the team by:
    - Making logistical arrangements for meetings, missions and conference calls;
    - Responding to ad-hoc data queries from the Team Lead, the Manager of the IDS sub-programme, the MDA Coordinator and other staff members, as required;
    - Acting as a backup and support for other unit activities as necessary;
    - Providing assistance during the negotiations, as required.



## **What are we looking for**

### **Educational background**

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Required: Completed secondary education.

Asset: Formal training or studies in engineering, economics, environmental or computer sciences or a related discipline.

### **Experience**

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Required: Five years (5) of relevant experience dealing with data management and data analysis, software testing, database management and related to climate change.

### **Language skills**

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Required: Fluency in spoken and written English is required.

Asset: Knowledge of other UN working languages and/or German

### **Specific professional knowledge**

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Required: Excellent computer skills in a Windows environment especially with regard to Excel;  
Proficiency at utilizing internet resources and working with web pages;  
Good understanding of databases (e.g. Access);  
Proven ability to process large amounts of numerical data;

Highly desirable: Knowledge of the reporting and review requirements under the Climate Change Convention and its Kyoto Protocol.

### **Job related skills**

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Required: Ability to correctly interpret data from various information sources;  
Excellent coordination skills and attention to detail;

Highly desirable: Understanding of the main sources and categories of greenhouse gas emissions and removals.

## **What is the selection process**

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, working with teams, being responsive to clients and partners, being accountable.

## **How to apply:**

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

## **Please note:**

1. This post is for local recruitment only. All travel, interview and relocation costs 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 37,167 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>