



VACANCY ANNOUNCEMENT

Programme Officer, P-4

Mitigation, Data and Analysis (MDA) Programme
Mitigation & Transparency Support (MTS) Sub-programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 February 2018	VA 18/004/MDA	As soon as possible	One and half years 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 historic 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.

The Mitigation, Data and Analysis (MDA) programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments. MDA is also responsible for the substantive support of the international transaction log and registry systems under the Kyoto Protocol.

Where will you be working

You will join the *Training and Certification Unit* of the Mitigation & Transparency Support Sub-programme which is accountable for advice, programme planning, resource management and technical leadership to all Parties, in particular developing countries Parties, in the implementation of transparency, including national communications and biennial update reports, nationally appropriate mitigation actions (NAMAs), nationally determined contributions (NDCs), impacts of implementation of mitigation actions, registry of Parties' climate actions, training and certification of experts.

You will have the following responsibilities:

1. Supporting Training and Certification programmes, you will:
 - a. Design and organize training and certification programmes for greenhouse gas (GHG) inventories and methodological reviews;
 - b. Coordinate training of experts for Annex I GHG inventory and national communication reviews and training of the team of technical experts for the analysis of developing country biennial update reports;
 - c. Advise the MTS Manager on names of experts nominated by Parties and intergovernmental organizations for inclusion in expert teams, after evaluating their experience, competence and ability to perform the tasks required, considering geographic and gender balance;
 - d. Ensure experts are well trained to discharge their responsibilities in the reviews by organising training of experts, including E-training and seminars;
 - e. Oversee the regular updating of training courses/curriculum by external consultants and ensuring they are complemented with new courses, including on Methodology, Review and Verification (MRV), to meet the needs of the evolving review process; and
 - f. Oversee the preparation of as well as prepare papers and documents on the review process for the SBs.



2. Supporting the GHG inventory review process for Annex I Parties under the Convention and the Kyoto Protocol, you will:

- a. Coordinate reviews (in-country, centralized and desk) of several national GHG inventories from Annex I Parties under the Convention and Kyoto Protocol in accordance with guidance provided for this purpose by the **Conference of Parties (COP)**, the Conference of Parties serving as the Meeting of the Parties to the Kyoto Protocol (CMP) and the Conference of Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and subsidiary bodies (SB) in their respective decisions and conclusions, and implements quality assurance functions;
- b. Ensure this guidance is fully considered by the experts while conducting reviews; if necessary, adapt this guidance to the specific national circumstances of the countries reviewed through coordinating reviews;
- c. Provide authoritative guidance in supporting the COP, CMP, CMA and the subsidiary bodies of the Convention and the Kyoto Protocol, through analysis of policy and methodological issues related to GHG Inventories; and
- d. Co-ordinate the work related to the review of the GHG emission inventories; lead the analyses of policy instruments related to combating climate change, including emissions trading.

3. Reviewing National Communications (NCs), Biennial Reports (BRs) and Biennial Update Reports (BURs), you will:

- a. Coordinate the in-depth review of NCs, BRs and BURs and national climate strategies relating to commitments of Parties under the Convention, the Kyoto Protocol (KP) and Paris Agreement to ensure the timely and accurate reporting, review and monitoring of implementation by:
 - (1) Recommending and assisting in the selection of experts for inclusion in review teams;
 - (2) Facilitating the work of lead reviewers and ensuring procedural guidance is fully considered by the expert team while conducting reviews; and
 - (3) Preparing for and organize country visits, centralized and desk reviews. Adapting guidance provided by the COP, CMP, CMA and subsidiary bodies in the respective decisions and conclusion to the specific national circumstances of the most complex countries; and
- b. Ensure effective support is provided to SBs and COP, CMP and CMA on measurement, reporting and verification (transparency) matters, including:
 - (1) Preparing complex, high quality analytical papers and materials relating to the reviews of the national communications and other national reports from Parties;
 - (2) Overseeing drafting of technical reports on reviews and coordinating inputs of review experts;
 - (3) Conducting policy analysis of national and international activities in the climate change area and the preparation of related reports.

4. Supporting the intergovernmental processes, you will:

- a. Ensure that Parties are furnished with relevant information to support their decision-making by providing authoritative guidance to intergovernmental processes on analyses of policy issues related to mitigation;
- b. Provide substantive support to the intergovernmental negotiations on the technical examination process by supporting consideration of agenda items under the subsidiary bodies, the COP, CMP and CMA; and



- c. Prepare technical papers on specific analytical and methodological issues based on information contained in national communications and other relevant national reports from Parties, prepare relevant official documents, annotations, brief the chairs of the relevant negotiating bodies, as well as provide technical support in formulating proposals and conclusions, decisions and recommendations, including identifying problems and proposing corrective actions.
5. You will represent the T&C Unit and MTS sub-Programme at international and regional meetings, workshops, seminars and training events. You will provide authoritative policy guidance on the training of experts in supporting the meetings of the subsidiary bodies, the COP, CMP and CMA.
6. You will enhance the secretariat's effectiveness in resource mobilisation efforts through representational activities as well as by providing substantive input to the secretariat's central Resource Mobilisation activity.
7. In partnership with the Knowledge Management programme, you will contribute to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to the UNFCCC's mandate, processes, practices and lessons learned. In addition to providing leadership to activities for the training of experts, you will undertake presentation of training components in your area of expertise.
8. You will perform any other job related activity required to achieve the goals and objectives of the team, the sub-programme, the programme or the secretariat.

What are we looking for

Educational background

Required: Advanced university degree in environmental sciences, engineering, economics, development studies or a related discipline is required. A combination of relevant academic qualifications and extensive experience 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 climate change policies, national GHG inventories and national communications from Parties, at least three years of which should have been at the international level.

Language skills

Required: Fluency in English, both oral and written.

Desired: Working knowledge of another official UN language is highly desirable.

Specific professional knowledge

Required: Solid knowledge of the UNFCCC intergovernmental process and of climate change mitigation issues, and related UNFCCC and the Kyoto Protocol reporting and review guidelines for Annex I Parties and IPCC 2006 greenhouse gas inventory guidelines, and guidelines for biennial update reports for developing countries. Familiarity with the broader issues related to the Climate Change Convention, its Kyoto protocol and the Paris Agreement.



Job related skills

Required: 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.

Strong oral and written communications, including advocacy, skills are required in order to effectively interact with a wide range of partners, including stakeholders, other partners, subsidiary bodies, and the Conference of Parties' representatives, etc. on technical as well as policy related issues.

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: Delivering results, being accountable, communicating with impact, exercising sound judgment and decision-making.

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. 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. Indicative net annual salary and allowances:
US\$ 71,332 to 79,091
(plus variable post adjustment, currently 34.2% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>