



## VACANCY ANNOUNCEMENT

**Team Lead, P-4**  
Transparency Division,  
MRV/ETF Reporting and Review Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
8 August 2021 23:59 hrs CET	VA 21/033/T	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 09 July 2021, Post number: 30524766, Funding: 40FCA,16801

**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.

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

This position is located in the UNFCCC secretariat in Bonn, Germany, in the MRV/ETF Reporting and Review subdivision of the Transparency division.

The overall purpose of the **MRV/ETF Reporting and Review** subdivision is to provide managerial oversight of internal deliverables; senior representation; external engagement; overall coordination of the current MRV system (reporting and review) for both developed and developing countries, including IAR, ICA, GHG inventories and REDD+ activities; coordination of the work on agriculture, including Koronivia and LULUCF; and overall coordination of negotiations on MRV, ETF, GHG inventories, REDD+, agriculture and LULUCF. Additionally, it will facilitate the implementation of the ETF, including biennial transparency reports, tracking progress on NDC achievement and supporting GHG inventories under the Paris Agreement.

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

Reporting to the Manager of the MRV/ETF Reporting and Review subdivision, the Programme Officer leads the Biennial Update Report Reporting/Analysis and Facilitative Sharing of Views unit (BUR unit) which works closely with all units of the subdivision as well as with the Info Hub, Data, Systems and Tools subdivision and the MRV/ETF Support subdivision.

The MRV/ETF Reporting & Review subdivision consists of four units:

1. Biennial Reports (BRs) and National Communications (NCs) reporting/Review and MA unit (BR/NC unit)
2. Biennial Update Report (BUR) reporting/Analysis and FSV unit (BUR unit)
3. GHG Inventories Reporting/Review unit (Inventory unit)
4. REDD+, Agriculture and LULUCF (Land use, Land-use Change and Forestry) unit (AFOLU unit)



## **Your responsibilities**

You will be accountable for technical and administrative leadership of the BUR unit and oversees the implementation of the international consultation and analysis (ICA) process under the Convention. You will also provide authoritative guidance both within and external to the secretariat on matters related to the BURs and ICA. You will ensure the day-to-day operation of the BUR unit, specifically 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); manage the institutional and procedural arrangements for transitioning from the current MRV system under the Convention and the Kyoto Protocol to the new ETF under the Paris Agreement, ensuring a coordinated operationalization of the ETF consistent with deadlines established in the relevant UNFCCC decisions and across the secretariat.

### **1. Leading and overseeing the implementation of the international consultation and analysis (ICA) process for developing country Parties under the Convention, as the foundation for transition to the ETF and in particular you will:**

- a. Provide technical leadership with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives in the area of transparency for all countries and the ICA process for developing countries;
- b. In collaboration with the subdivision manager, implement the overall planning and co-ordination of the ICA process, including in: (i) the preparation of the schedule for all technical assessments in co-operation with the Parties concerned; (ii) identification of draft lists of technical teams of experts (TTE) and materials that underpin the technical analysis process; (iii) the implementation of the quality assessment/quality control (QA/QC) for the preparation of the ICA records and the SBI conclusions on the ICA process to be put forward to the COP;
- c. Serve as first line human resources supervisor managing assigned human resource component within the BUR unit with accountability for proposing specific work activities in accordance with evolving mandates, drafting job descriptions, drafting recruitment requests including interview questions and participation on panels; fosters teamwork among staff in the unit and other units in the subdivision, the Transparency Division and wider secretariat; and
- d. Liaise with the relevant UNFCCC divisions and subdivisions on matters related to ICA and broader MRV and transparency issues;
- e. Provide authoritative guidance in supporting the COP, CMP, CMA and the subsidiary bodies of the Convention, the Kyoto Protocol and the Paris Agreement, through analysis of policy and methodological issues related to combating climate change, MRV and ETF.

### **2. Supporting the other review processes, including reviews of NCs, BRs, GHG inventories, REDD+ under the Convention and BTR submissions under the Paris Agreement, and specifically you will:**

- a. Support the in-depth review of NCs, BRs, GHG inventories, REDD+ and national climate strategies relating to commitments of Parties under the Convention and the Kyoto Protocol (KP) and BTR submissions under the Paris Agreement to ensure the timely and accurate reporting, review and monitoring of implementation by:
  - i. Recommending and assisting in the selection of experts for inclusion in review teams;
  - ii. Designing and organizing training and certification programmes for GHG inventories and methodological reviews;
  - iii. Facilitating the work of lead reviewers and ensuring procedural guidance is fully considered by the expert team while conducting reviews;
  - iv. Preparing for and organizing 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;

- b. Ensure effective support is provided to SBs and COP, CMP and CMA on measurement, reporting and verification as well as on ETF matters, including:
  - i. Preparing complex, high quality analytical papers and materials relating to the reviews of the national communications and other national reports from Parties;
  - ii. Overseeing the drafting of technical reports on reviews and coordinating inputs of review experts;
  - iii. Conducting policy analysis of national and international activities in the climate change area and the preparation of related reports.

**3. Supporting intergovernmental processes, and in particular, you will:**

- a. Provide authoritative guidance to intergovernmental processes on matters related to MRV and transparency, to ensure that SBs, COP, CMP and CMA are furnished with relevant guidance and information to effectively conduct negotiations;
- b. 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 transparency;
- c. Provide substantive support to the intergovernmental negotiations on MRV and ETF issues under the subsidiary bodies, the COP, CMP and CMA;
- d. Lead the organization of workshops and prepare documents and analyses on MRV, transparency and on methodological, scientific and implementation aspects of mitigation, for consideration by the SBs, COP and CAM, ensuring they are of high quality to support the negotiations and to achieve the desired outcomes. Brief the chairs of relevant negotiating bodies and provide technical support in formulating proposals, conclusions, decisions and recommendations, including identifying problems and proposing corrective actions.

**4. In the area of representation, you will** represent the UNFCCC at international and regional meetings, workshops, seminars and training events. Provide authoritative policy guidance in support of the meetings of the subsidiary bodies, the COP, CMP and CMA.

**5. In the area of resource mobilization, you will:** Enhance the secretariat's effectiveness in resource mobilization efforts through representational activities as well as by providing substantive input to the Secretariat's central Resource Mobilization activity.

**6. In the area of knowledge management, you will:** In partnership with the secretariat's Knowledge Management programme, 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 and conduct of technical expert reviews, you will present training components in your area of expertise.

**7. You will perform any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division or the 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.

**Communicating with impact:** Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

**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.

**Thinking Strategically and Building the Vision:** Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

### **Your qualifications**

#### **Educational Background:**

**Required:** Advanced university degree (Master's degree or equivalent) in environmental sciences, engineering, economics, development studies or a related discipline is required. A combination of a first level university degree (Bachelor degree or equivalent) plus additional three 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 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.

**Highly desirable:** Working knowledge of another official UN language.

**Specific professional knowledge and skills and Job-related skills**

---

Solid knowledge of the UNFCCC intergovernmental process and of climate change mitigation issues, and related reporting and review guidelines under UNFCCC, the Kyoto Protocol and the Paris Agreement, as well as the IPCC 2006 greenhouse gas inventory guidelines. 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 allowances:
4. US\$ 74,913 to US\$ 83,062  
(plus variable post adjustment, currently 35.9% 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.