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## VACANCY ANNOUNCEMENT

### MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

#### Review, Methods & Training (RMT)

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 14/024/MDA</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>03 March 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>01 April 2014</b>
<b>TITLE AND GRADE:</b>	<b>Programme Officer, P-3</b>
<b>POST NUMBER:</b>	<b>FCA-2924-P3-015</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>01 July 2014</b>

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#### 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 (MDA) programme supports the intergovernmental negotiations on matters relating to national communications, greenhouse gas (GHG) inventories, accounting of assigned amounts and policy instruments. MDA is also responsible for the training activities for the review of submissions of Parties included in Annex I to the Convention (Annex I Parties), among other activities.

#### Responsibilities

The Programme Officer post is located in the Training and Certification (TC) Unit of the Review, Methods and Training (RMT) sub-Programme. RMT is concerned with Annex I Parties (developed countries) mitigation activities, including reporting and review of national communications (NCs) and biennial reports (BRs), international assessment and review (IAR) process for developed countries as part of the measurement, review and verification (MRV) system established under the UNFCCC, methodological and scientific issues of mitigation, training and certification and sectoral issues, such as those related to land-use change, reducing emissions from deforestation and forest degradation, agriculture and bunker fuels.

The incumbent reports to the Programme Officer leading the TC Unit. S/He has accountability for providing substantive input to the training of experts for the reviews of GHG inventory, and of supplementary information under the Kyoto Protocol and the IAR process for developed countries as part of the MRV system under the Convention, including organising training courses and seminars, presenting components of the training, and testing and certification of experts. In addition, a substantial portion of the time will be spent working with the Inventories and Data Services (IDS) sub-programme of MDA on reviews of GHG inventories and supplementary information under the Kyoto Protocol. The key results expected are:

- Training and certification of experts
- Co-ordinating technical reviews and overseeing multilateral assessment of NCs and BRs
- Support for co-operation within MDA, including on reviews of GHG inventories and

- supplementary information under the Kyoto Protocol
- Representation and knowledge management

The Programme Officer:

1. Organises and presents the training and certification programmes in support of the IAR process including both technical review of NCs and BRs and their multilateral assessment processes, and reviews of GHG inventories and supplementary information under the Kyoto Protocol, as well as covers relevant methodological issues to ensure experts are qualified to undertake technical reviews, and that the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), the Subsidiary Bodies (SBs) and Parties are well informed to take appropriate action on review processes:
  - a. Plans and organizes training of experts including workshops and seminars, as well as on-line training courses in relation to the IAR for NCs and BRs from developed countries to ensure that:
    - Experts are well trained to discharge their responsibilities in a consistent and coherent way across Parties; and
    - The procedural guidance is fully taken into account by the expert review teams while conducting the IAR of the NCs and BRs, and reviews of the GHG inventories and supplementary information under the Kyoto Protocol, and by the Chair of the Subsidiary Body for Implementation (SBI) and presiding officers of working groups when conducting the multilateral assessment part of the IAR.
  - b. Provides input to the Programme Officer leading the TC Unit on all matters related to the regular updating of training courses by external consultants and ensuring they are complemented by new courses, in particular in the area of MRV to meet the needs of the evolving IAR process;
  - c. Provides input to the development of training materials for technical experts and technical tools, including interactive software for on-line courses;
  - d. Supports the intergovernmental negotiation processes on matters related to the work programme under the Subsidiary Body for Scientific and technological Advice (SBSTA) on further development of the MRV system and related training programmes; organises relevant workshops; and
  - e. Prepares technical papers and other documents on the review process for the SBs.
2. Coordinates technical reviews of NCs and BRs from developed countries to enhance the timely and accurate reporting, review and monitoring of implementation of the Convention, the Kyoto Protocol and subsequent agreements and decisions of the governing bodies:
  - a. Coordinates the technical review of moderately complex NCs and BRs and supports the review of national climate strategies relating to commitments of Parties under the Convention, the Kyoto Protocol and any subsequent agreements and decisions by governing bodies:
    - Recommends and assists in the selection of experts for review teams; facilitates the work of lead reviewers and ensures that procedural guidance is fully taken into account by the expert review teams while conducting technical reviews and by the Chair of the SBI and presiding officers of working groups when conducting the multilateral assessment;
    - Provides input to the development of training materials for technical experts and technical tools, including software and templates for summary reports;
    - Prepares for and organizes in-country, centralized and desk reviews. Adapts, as appropriate, guidance provided by the COP, CMP and SBs in the respective decisions and conclusions to the specific national circumstances of assigned countries; and
    - Supports the facilitative sharing of views by Parties for multilateral assessments during proceedings of the SBI working group.
  - b. Ensures effective support is provided to SBs and COP, CMP on NC and BR matters including:
    - Prepares complex and high quality analytical papers and materials relating to the reviews of the NCs and BRs;
    - Oversees drafting of technical reports on reviews and coordinates inputs of review experts; and

- Conducts policy analyses of national and international activities in the climate change area and the preparation of related reports.
3. Ensures substantive support to the IDS on the GHG inventory and supplementary information annual review process for Annex I Parties under the Convention and the Kyoto Protocol:
    - Coordinates reviews (in-country, centralized and desk) of several national GHG inventories and supplementary information from Annex I Parties under the Convention and Kyoto Protocol in accordance with guidance provided for this purpose by the COP, CMP and SBs in their respective decisions and conclusions;
    - Ensures this guidance is fully taken into account by the experts conducting the reviews; if necessary, adapts guidance to the specific national circumstances of the countries reviewed, and
    - Provides authoritative guidance in supporting the COP, CMP and the SBs, through analysis of policy issues related to GHG inventories.
  4. Knowledge Management: In partnership with the Secretariat's Knowledge Management programme, contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to the UNFCCC's mandates, processes, practices and lessons learned.
  5. Performs any other job-related activity required to achieve the goals and objectives of the TC unit, the RMT sub-Programme, the MDA Programme or the Secretariat.

### **Essential Requirements**

**(Only candidates who meet the requirements stated below will be considered.)**

**Education:** Advanced university degree in environmental sciences or a related discipline is required; additional educational background or certification in adult education is an asset.

**Experience:** At least five (5) years progressively responsible professional experience at the international level in the research, analysis, reporting and presentation of technical issues on climate change such as GHG mitigation, reporting in NCs and BRs, reporting and review of GHG inventories and supplementary information under the Convention and the Kyoto Protocol, etc. is required. At least two (2) years of the total 5 must be in a combination of development of training tools and curricula.

**Specific professional knowledge and job related skills:**

- Very good knowledge of the UNFCCC intergovernmental support process and related negotiations is essential, as well as knowledge of climate change mitigation policy with a specific focus in developed countries.
- Good knowledge of the Climate Change Convention and its Kyoto Protocol, in particular the reporting and review systems encompassing NCs, BRs, and GHG inventories and supplementary information, is required.
- Familiarity with policy formulation and interaction with various stakeholders including governments, international organizations, research institutions and private sector is desirable.
- Experience in analysing and preparing policy and strategy papers to promote cooperative action is an asset.
- Strong oral and written communications skills, including advocacy skills are required in order to effectively interact with a wide range of partners, including stakeholders, other partners, Parties' representatives, etc. on technical issues.

**Language requirements:** Fluency in English, both oral and written is required; working knowledge of another official UN language would be an asset.

**To apply**

Candidates, whose qualifications and experience match the requirements for this position, should 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.
4. Salary and allowances:           US\$ 56.198 to 62.922 (without dependents)  
  US\$ 60.205 to 67.515 (with dependents)  
  (Plus variable post adjustment, currently 52% of net salary)  
  plus other UN benefits as indicated in the below link:  
  <https://unfccc.int/secretariat/employment/conditions-of-employment.html>