



## VACANCY ANNOUNCEMENT

### Associate Programme Officer, P-2 (multiple posts)

Mitigation division,  
Assessment & Accreditation unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 February 2023 23:59 hrs CET	VA 23/003/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.

### Where you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Mitigation division and specifically the **Regulatory Framework Implementation subdivision (RFI)** provides effective support on matters relating to the development of regulatory guidelines, standards and policies relevant to mitigation actions and the technical assessments of projects and programme of activities submissions and entity competence. RFI provides substantive and technical input and advice to the constituted and regulatory bodies and provides support to the negotiation process to the Intergovernmental and Stakeholder Interaction subdivision.

### What you will be doing

Reporting to the Team Lead, P-4, Coordination unit, you will work as a member of the team responsible for reviewing, analysing and administering project and programmes of activity (PoA) related submissions for mitigation activities that seek to be registered under the current and/or Article 6.4 mechanism, as well as mitigation activities and PoAs in the process of verifying greenhouse gas (GHG) emission reductions for which emission reductions units will ultimately be issued. The incumbent will also be involved in the team's work related to the (a) review, analysis and administration of entity related applications seeking accreditation under the current and/or Article 6.4 mechanism; and (b) development of new methodologies and related revision/clarification of approved methodologies.

### Your responsibilities

Specifically:

- 1. Providing substantive technical and procedural support to 6.4 mechanism activity cycle and other relevant mechanisms:**
  - a. Assesses and process registration and issuance requests for GHG mitigation activities, including post-registration changes and renewal requests;
  - b. Undertake comprehensive analyses and prepare draft policy recommendations for consideration by the Team Lead and Programme Officer to facilitate decision-making by the



regulatory bodies (relevant mechanisms/Article 6.4 Mechanism Supervisory Body), and their panels, committees and working groups;

- c. Provide clarifications to direct communication on issues raised at information and reporting checks and request for review and rejection by the regulatory bodies to the project participant/CME and designated operational entities, as required;
- d. Deliver technical presentations as required, to the Regulatory Bodies, and their panels, committees and working groups;
- e. Communicate with subdivisions within the Mitigation division on the recommendations for future improvement of relevant regulatory documents based on user experience.

**2. Providing substantive technical and procedural support to the accreditation and assessment of operational entities:**

- a. Assess the performance of entities against relevant standards and procedures in an accurate and timely manner;
- b. Undertake the preparation of relevant written reports and recommendations for the consideration of the Accreditation Panel;
- c. Respond to queries and communicate as appropriate with applicant and designated operational entities on matters relating to their accreditation processes and operations of the designated operational entities;
- d. Research, analyze and present recommendations to facilitate the decision making of Accreditation Panel.

**3. Liaising with other UN and international bodies, Parties, IGOs and NGOs, as well as the private sector on activities relating to mitigation activities assessment, entity assessment and development/revision/clarification of methodologies:**

- a. Represent the secretariat, at conferences, workshops and seminars on all issues relating to this area of expertise and make technical presentation as appropriate;
- b. Collaborate with interested actors (UN entities, Parties, IGO's, NGO's and stakeholders), in the area of GHG mitigation activities assessment, entity assessment and development of new methodologies and related revision/clarification of approved methodologies to enhance the understanding of the Article 6.4 and/or current Mechanism, and the building of capacity in the areas relating to mitigation activities assessment and entity assessment such as registration of mitigation activities, issuance of emission reductions units, post-registration changes and renewal of mitigation activities, as well as all activities related with accreditation/assessment of entities and development of new methodologies and related revision/clarification of approved methodologies.

**4. Perform any other job-related activity required to achieve the goals of the division and of the secretariat.**

**Competencies:**

**Applying Professional Expertise:** Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related



disciplines; keeps abreast of new developments and technologies in the field of expertise; Actively seeks to expand the existing level of job knowledge and expertise.

**Communicating with impact:** Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Delivering results:** Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

### Your qualifications

#### **Educational Background:**

**Required:** Advanced university degree (Master's degree or equivalent) degree in engineering, economics, environmental science, development or policy studies or a related discipline is required. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience:**

**Required:** A minimum of two (2) years of progressively responsible experience in the area of climate change mitigation issues, GHG mitigation project based-mechanisms, regulation or technical/financial or entity assessments or stakeholder engagement, assessment and analysis of impacts of mitigation policies and actions or related areas; providing substantive support to government or intergovernmental bodies, including constituted bodies thereof.

#### **Language skills:**

**Required:** Fluency in written and spoken English is essential. Working knowledge of another UN language is desirable.

#### **Specific professional knowledge:**

Knowledge of multilateral climate negotiations and the theories, concepts and approaches relevant to the area of work is essential. Knowledge of the UNFCCC intergovernmental process highly desirable

### 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:  
US\$ 50,377 to US\$ 57,342  
(plus variable post adjustment, currently 27.7% 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.

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