



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Clean Development Mechanism (CDM)
- Registration and Issuance Unit (R&I) -

VACANCY ANNOUNCEMENT NO:	VA 08/088/SDM
PUBLICATION/TRANSMISSION DATE:	24 October 2008
DEADLINE FOR APPLICATION	22 November 2008
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FRA-2933-V003-P4-002
INDICATIVE NET ANNUAL SALARY:	US\$ 63,052 to 69,744 (without dependents) US\$ 67,709 to 75,047(with dependents) (plus variable post adjustment, currently 65.8 of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Registration and Issuance (R&I) Unit supports the registration of CDM projects and the issuance of certified emission reductions (CERs).

Responsibilities

Under the general guidance of the Coordinator of CDM sub-programme and the direct supervision of the Manager of the CDM R&I Unit of the Sustainable Mechanisms Programme, the incumbent participates in the implementation of the work programme of the R&I unit and is the lead officer on Registration issues and is responsible for monitoring the Registration teams' work programmes and programmed activities to ensure that they are carried out appropriately and in a timely and impartial manner to meet the expectations of the CDM Executive Board, governments, private sector clients and actors involved in the CDM. Functions include in particular:

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1. Playing a leading role on substantive and procedural support on all issues relating to Registration under the CDM, thereby facilitating the implementation of the modalities and procedures of the CDM, decisions by the Conference of the Parties (COP), COP serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP) and the Executive Board, by, *inter alia*:
 - (a) Planning, organizing and coordinating support to panels, committees and working groups established by the Executive Board in the area of Registration, which includes overseeing the substantive, procedural and logistical preparation of meetings and of interactions between meetings;
 - (b) Conducting comprehensive analyses and recommending options to facilitate decision-making by the CDM Executive Board and panels, committees and working groups in the area of Registration;
 - (c) Formulating options related to the application/transferability of experience acquired under the CDM, such as operations and procedures, to another project based mechanism i.e. Article 6 under the Kyoto Protocol (joint implementation).
2. Leads the work of the Registration team by, *inter alia*:
 - (a) Providing guidance and supervision to staff of the team interacting with operational entities and project participants and on substantive and procedural matters;
 - (b) Identifying external experts (for panels, committees and working groups, and desk reviewers and consultants) and presenting results, as required, to the Board;
 - (c) Implements intra and inter-unit policies and procedures and performance relating to Registration to ensure that there is cohesion and consistency;
 - (d) Prepares substantive input to the work programme of the unit, determining priorities and options for completion of outputs and their timely delivery;
 - (e) Ensuring consistency and quality control on all substantive processes and outputs;
 - (f) Formulating proposals and providing advice to the Manager on options to streamline the work in the area of Registration.
3. Provides substantive and procedural support to the intergovernmental process (the COP, COP/MOP, subsidiary bodies) relating to the CDM by:
 - (a) Preparing inputs to mandated reports for consideration by the respective bodies;
 - (b) Recommending options for the provision of guidance relating to the CDM on technical and procedural matters for use of the relevant bodies as required;
 - (c) Being responsible for the preparation of inputs submitted by staff of the CDM Registration team for inclusion to the reports of the Board to the COP/MOP; Liaises with other UN and international bodies, Parties, IGOs and NGOs as well as the private sector, *inter alia*, on activities relating to Registration issues and the CDM project cycle by:
 - (d) Representing the secretariat at conferences, workshops and seminars on all issues relating to this area of expertise and making technical presentation as appropriate;
 - (e) Recommending actions to facilitate the cooperation with UN entities, Parties, IGOs, NGOs and stakeholders;
 - (f) Maintaining working relationships amongst interested actors, as appropriate, in the area of Registration with the aim of enhancing the understanding of CDM, and the building of capacity in the area of Registration.
4. Undertakes other ad hoc tasks as identified by the supervisor.

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Requirements

- Advanced university degree in economics or international affairs, preferably including development economics or environmental economics, environmental science or a related discipline. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- At least seven (7) years of relevant experience of which two or three should have been in an international environment. Working experience in the area of project based mechanisms, in particular relating registration and issuance of CDM projects is an asset.
- Fluency in English. Working knowledge of French and/or other UN languages desirable.

Evaluation criteria

Professionalism:

Familiarity with and experience in the use of various research methodologies and sources.

Ability to plan, develop, implement, monitor and evaluate major projects.

The capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges.

Ability to provide sound technical advice to senior managers.

Commitment to Continuous Learning:

Willingness to keep abreast of and promote new developments in the appropriate professional field.

Communication:

Ability to act as an effective spokesperson internally and externally.

The capacity to draft clear concise high quality reports or documents relating to area of professional expertise.

Technological Awareness:

Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Teamwork:

Ability to establish good interpersonal skills and ability to maintain effective working relations in a multi-cultural organization.

Ability to gain the assistance and cooperation of others through the demonstration of leadership.

To apply

In order to apply for this vacancy please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the "apply" link next to the vacancy announcement:

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.**