



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

**VACANCY ANNOUNCEMENT**  
**(5 posts in one vacancy announcement)**

**SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**

**Clean Development Mechanism (CDM)**  
**- Accreditation and Project Assessment -**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 10/005/SDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>11 January 2010</b>
<b>DEADLINE FOR APPLICATION</b>	<b>09 February 2010</b>
<b>TITLE AND GRADE:</b>	<b>Associate Programme Officer, P-2</b>
<b>POST NUMBER:</b>	<b>CDM-2933-V504-P2-009</b> <b>CDM-2933-V504-P2-010</b> <b>CDM-2933-V504-P2-011</b> <b>CDM-2933-V504-P2-012</b> <b>CDM-2933-V504-P2-013</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 46,037 to 51,864 (without dependents)</b> <b>US\$ 49,082 to 55,512 (with dependents)</b> <b>(plus variable post adjustment, currently 57.1 of net salary) plus other UN benefits and pension fund</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>As soon as possible</b>

**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 Accreditation and Project Assessment Unit supports the accreditation of operational entities, the assessment of their performance, the registration of CDM projects and the issuance of certified emission reductions (CERs).

**Responsibilities**

Under the direct supervision of the Programme Officer and the general guidance of either the Registration and Performance Monitoring or Issuance and Performance Monitoring Team Lead, the incumbent reviews all aspects of requests for registration of CDM project activity or requests for issuance of certificates of emission reduction (CERs) including the validation and verification reports to ensure that reports meet the required standards. The incumbent also prepares summary notes for review by the CDM Executive Board for registration or issuance requests. In particular, the incumbent will:

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- a. Review the determinations and documentation of validation or verification reports for proposed CDM projects submitted to the CDM Executive Board by designated operational entities:
  - Ensures that baseline and monitoring methodologies used are consistent with, and meet the technical standards for, methodologies approved by the Executive Board;
  - Verifies that the versions of various methodologies are/were valid at the time of project submission;
  - Reviews project design documents and reports on the treatment of comments made by interested parties;
  - Reviews detailed information on the demonstration of additionality integrated in project design documents or submitted as annexes to project design documents;
  - Ensures that validation reports include an assessment of the appropriateness of the demonstration of additionality;
  - Reviews monitoring reports for the consistencies of information and data on reported emission reductions;
  - Ensures that the monitoring results are presented in the monitoring report and the calculation of emission reductions are presented transparently in a spreadsheet;
  - Recommends acceptance or refusal of acceptance of documentation unless all application issues and requirements are addressed;
  - Identifies issues related to validation or verification to ensure the requirements and standards of the validation and verification manual are met;
  - Verifies that validation or verification documents present transparent validation and verification processes documenting how specific requirements have been met and the results.
  
- b. Draft "Summary Notes" to facilitate the consideration of requests for registration or issuance by the Executive Board including:
  - Assesses if validation or verification requirements have been met and highlighting issue when requirements have not been met;
  - Prepares the material for an appraisal by the registration and issuance Performance Monitoring team (EB-RIT), including identifying and summarizing specific major and minor issues of concern;
  - Specifies detailed provisions for requesting a review, and the modalities for communicating with project participants and the designated operational entity (DOE);
  - Identifies, recommends and reviews additional information, clarifications and documentation relevant to reviews submitted by designated operating entities and project proponents;
  - Reviews and evaluates the justification of the applicability of baseline methodologies used in validation;
  - Reviews and evaluates the applicability of the selected monitoring methodology and assessment of additionality including determining if monitoring methodology technical requirements are satisfactorily met;
  - Reviews and evaluates proposed deviations from approved baseline and monitoring methodologies and evaluates the use of alternatives;
  - Reviews the adequacy of stakeholder consultations;
  - Reviews and evaluates the project implementation in accordance with the registered PDD;
  - Reviews and evaluates the monitoring has been conducted in accordance with the registered monitoring plan and the applied monitoring methodology.
  
- c. Provides substantive, technical and procedural inputs on issues relating to Registration or Issuance including:
  - Researches and analyzes issues and recommends options to facilitate responses to public queries and the decision-making of the panels and working groups of the CDM Executive Board;
  - Carries out basic research on baseline and monitoring methodology issues including collecting, analyzing and presenting statistical data and other information gathered from diverse sources to ensure that project registration requirements and standards are met;
  - Assist in the implementation of Registration or Issuance procedures;
  - Selects and processes potential candidates for teams, special studies and consultants in accordance with procedures defined by the Executive Board and internal administrative procedures;

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- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- d. Performs other related duties.

### **Requirements**

- First level university degree (Bachelor or equivalent) in engineering, chemistry, environmental science, economics/environmental economics, or a related scientific/technical discipline.
- At least three (3) years of directly related experience. One year of relevant experience in an international work environment is an asset. Work experience in the area of project-based mechanisms and validation or verification functions is desirable. Work experience in engineering and environmental science is an asset.
- Fluency in English. Working knowledge of other UN languages is an asset.

### **Evaluation criteria**

**Professionalism:**

Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgment in the work environment; the capacity to plan own work and manage conflicting priorities.

**Commitment to Continuous Learning:**

Willingness to keep abreast of new developments in the field of work.

**Communication:**

Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

**Technological Awareness:**

Ability to make effective use of required computer software and other equipment relevant to the post.

**Teamwork:**

Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

### **To apply**

Candidates whose qualifications and experience match the requirements for this position, please 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.**