



VACANCY ANNOUNCEMENT

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 12/087/MDA
PUBLICATION/TRANSMISSION DATE:	7 November 2012
DEADLINE FOR APPLICATION:	6 December 2012
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FCA-2924-P3-004
INDICATIVE NET ANNUAL SALARY:	US\$ 56,091 to 62,803 (without dependents) US\$ 60,091 to 67,387 (with dependents) (plus variable post adjustment, currently 46.1 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 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 programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments.

Responsibilities

Under the direct supervision of the Team Lead, Data Services Unit (DSU), the incumbent is responsible for the preparation and delivery of key data-based products of the UNFCCC secretariat such as the greenhouse gas (GHG) data report, the compilation and accounting report, and the GHG data interface; conducts and presents in-depth analyses of GHG data reported by Parties and contributes to the design and maintenance of information systems for the receipt and processing of GHG data, including the development of features required for the emerging measurement, reporting and verification (MRV) processes. In particular the incumbent:

1. Prepares, tests and facilitates regular delivery of GHG data interface releases on the UNFCCC website, ensuring that the interface remains online and uninterrupted, including the revision and addition of data for Annex I/non-Annex I Parties; defines requirements for and contributes to the design and implementation of new functional features requested by Parties in consultation with them, including the features required for the second commitment period under the Kyoto Protocol; leads the preparation and publication of reports with data on GHG emissions and removals, as well as accounting data under the Kyoto Protocol; organizes and conducts related data analyses in support of respective negotiations by Parties;
2. Defines and applies automated data processing procedures for the retrieval of the data required from the GHG databases; manages annual updates in GHG country briefs for Annex I/non-Annex I Parties, based on the information available in UNFCCC and external databases; organizes and controls responses to data-related inquiries from Parties, other organizations, the media and the general public, ensuring high accuracy and quality of such responses;
3. Conducts in-depth analyses of GHG data reported by Parties including annual in-depth analysis of GHG data reported by Annex I Parties in their annual GHG inventory submissions, as well as GHG projections data reported by Annex I Parties in their national communications; identifies key reasons for changes in national GHG emissions and removals, including relevant impacts of economic growth, changes in population, and the effects of climate-related policies and measures; prepares and delivers analytical presentations of historical and projected GHG data within the secretariat and externally, as required;

4. Provides substantive input towards the design and maintenance of the UNFCCC information systems, including the electronic UNFCCC portal for GHG inventory data reported by Parties; contributes to the maintenance and development of interfaces between systems such as the interface between the compilation and accounting database and the international transaction log; provides technical support in line with internal business processes concerning the UNFCCC records management system; contributes to the development and maintenance of UNFCCC software provided to Parties which assists in their reporting of GHG data; participates in the development of IT systems for MRV processes;
5. Monitors GHG emissions data from other organizations and assesses the quality and comparability of such data, liaising on data-related issues as necessary; provides advice and ad-hoc analyses relating to the use of external and internal data in support of the UNFCCC reporting and review processes for national GHG inventories and national communications; provides the data necessary to support the operation of automatic review tools used in the inventory review process at UNFCCC;
6. Provides support to meetings of the COP, CMP and their subsidiary bodies by drafting documents and providing technical inputs and data-related analyses to delegates, assisting Chairs and facilitators in conducting negotiations; supports and enhances the presentation of GHG data on the UNFCCC website in liaison with the ITS programme, also managing feedback from Parties and subsequent follow-up.

Essential Requirements

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

Educational background: First level university degree in environmental science, economics or engineering. A diploma or certificate in computer science would be an asset.

Experience: At least five (5) years of professional experience in the areas of data processing, data analysis and data management, including experience in using information systems and specialized software to manage large quantities of data. Two years (2) of experience in an international setting and preparing technical reports relating to GHG inventory data is an asset.

Specific professional knowledge and skills: Knowledge of information systems related to climate change. Knowledge of database systems. Understanding of the requirements for data reporting and review under the Climate Change Convention and its Kyoto Protocol. Proficiency in data interpretation and usage, ability to conduct analyses of greenhouse gas emissions (GHG) data and related information. Excellent writing skills.

Language requirements Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

Expected competencies

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Ability to provide thorough, well reasoned contributions to documents and papers.

Technological Awareness: The capacity 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.

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.**