



VACANCY ANNOUNCEMENT

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

Non-Annex 1 Support (NAIS)

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| ANNOUNCEMENT NO: | VA 14/020/MDA |
| PUBLICATION/TRANSMISSION DATE: | 26 February 2014 |
| DEADLINE FOR APPLICATION: | 27 March 2014 |
| TITLE AND GRADE: | Associate Programme Officer, P-2 |
| POST NUMBER: | FCA-2924-P2-004 |
| 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 (MDA) programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments. MDA is also responsible for the substantive support of the international transaction log and registry systems under the Kyoto Protocol.

Responsibilities

The Associate Programme Officer post is located in the non-Annex I Support (NAIS) sub programme. The NAIS sub-programme consists of four units: (1) National Communications Support (NCS), (2) Nationally Appropriate Mitigation Actions (NAMA) & Registry, (3) International Consultations and Analysis Support (ICAS), and (4) Response Measures Unit. The incumbent reports directly to the NAMA & Registry Programme Officer (Team Leader). He/she is accountable for the operation of the NAMA registry as well as other activities relating to NAMAs. The key results expected are:

- An operating and dynamic NAMA registry
- Nationally Appropriate Mitigation Actions Support
- Support to intergovernmental processes

1. Operation of the NAMA registry:

- a. Prepares, implements and oversees an operation plan for the NAMA registry, and suggests and oversees technical improvements to this platform;
- b. Provides technical support to the users of the NAMA registry;
- c. Undertakes outreach activities, as required, to facilitate the submission of NAMAs and information of support into the registry.

2. Nationally Appropriate Mitigation Actions Support:

- a. Supports work related to the preparation and implementation of NAMAs, including assistance to Parties and relevant international organizations;

- b. Carries out basic research on selected aspects of critical areas of concern related to mitigation action by developing countries with a view to collecting, analysing and presenting statistical data and other information gathered from diverse sources, including mitigation.
3. Support to intergovernmental processes:
- a. Provides support to the intergovernmental process on issues relating to mitigation in developing countries, in particular discussions relating to NAMAs;
 - b. Provides support to the COP in its consideration of the annual report on the operation of the registry;
 - c. Ensures that Parties are effectively supported in negotiations to achieve their desired outcomes by preparing inputs to reports and relevant documents for consideration by the subsidiary bodies and the COP, preparing briefing notes and assisting in the organization of negotiating groups and side-events during the sessions.
4. Performs any other job related activity required to achieve the goals and objectives of the team, the sub-Programme, the Programme or the Secretariat. Analysis of mitigation actions by developing countries and subsequent recommendations to the Team Leader and the Manager impacts on actions adopted to provide technical support to NAI Parties.

Essential Requirements

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

Educational Background: First level university degree in environmental or natural sciences, or related discipline.

Experience: At least three (3) years of relevant progressive professional experience, including on issues related to climate change, in particular implementation of national mitigation actions and national communications by developing countries.

Specific Professional Knowledge and Job-related skills:

- Expert knowledge in climate change mitigation actions and their effects.
- Good analytical skills, written communication skills and planning skills.
- Familiarity with reporting obligations of developing countries under the Climate Change Convention, including national communications and biennial update reports and low carbon development strategies is desirable.

Language requirements: Fluency in written and spoken English is essential. Working knowledge of another UN language is 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: USD 46,819 to 52,745 net (without dependents)
USD 49,916 to 56,454 net (with dependants)
(plus variable post adjustment, currently 52% of net salary), plus other UN benefits as indicated in the link below:**

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>