



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2
Mitigation Division,
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
10 March 2023 23:59 hrs CET	VA 23/022/M	As soon as possible	One year and six months with possibility of extension	Bonn, Germany

Publication date: 10 February 2023, Post number: 31048119, Funding: A6.4

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 in the **Constituted Bodies and Data Services subdivision**, which provides effective support on matters relating to the proper governance of the constituted bodies of the mechanisms, ensuring well-coordinated services to the bodies and their supporting panels.

Within the subdivision is the **Constituted Bodies Support unit**, which manages governance matters and processes that provide for the effective and transparent operation of all bodies (CDM, JI, KCI, Art 6.4 supervisory body) and their panels and working groups, including the efficient organization, documentation and conduct of these bodies' meetings.

What you will be doing

Reporting directly to the Team Lead, Constituted Bodies Support unit (P-4), you will serve as a member of the team providing support to the Director on matters relating to the proper governance of the Article 6.4 Mechanism (A6.4 M), Clean Development Mechanism (CDM) and Joint Implementation (JI), ensuring well-coordinated services to these bodies and those of the intergovernmental negotiating bodies.

Key responsibilities will include:

- Assisting in planning the work programme of the constituted bodies and expert groups and in monitoring the implementation of their decisions
- Providing support to meetings of the constituted bodies and expert groups.

Your responsibilities

1. **Providing process management support to meetings of the meetings of the constituted bodies and its expert groups:**



- a. Assists in the design and implementation of work programmes for the constituted bodies and expert groups by preparing plans for their work and secretariat inputs, and by ensuring their implementation;
- b. Plans and monitors the implementation of CMA/CMP and the constituted bodies (A6.4 Supervisory Body and CDM Executive Board) decisions and requests, advising on procedures and practices to be followed;
- c. Identifies processes and procedural improvements to plan, monitor, and track information related to the work of the bodies;
- d. Assists with the development and dissemination of tools, standards and templates in order to improve and standardize internal processes;
- e. Reviews, improves, and develops processes and operations for information systems for constituted bodies work such as designing workflows and electronic decisions-making processes, and identifying technological applications and tools required for the process.

2. Providing support to meetings of the constituted bodies and expert groups:

- a. Oversee the logistical and administrative preparation of meetings, developing logistical and support plans, and acting as project manager for several bodies;
- b. Assists in the substantive preparation of meetings of the constituted bodies and expert groups;
- c. Coordinates inputs required for the preparation of meetings of the constituted bodies and expert groups; drafts reports, policy proposals, background/summary documents, presentations, as well as background and reference papers;
- d. Ensures quality control on documentation for the constituted bodies based on relevant standards and regulations.

4. Perform any other job-related activity required to achieve the goals and objectives of the unit, subdivision, division and/or 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) political science, economics, environmental studies, engineering, development studies or related fields. 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: At least two (2) years of relevant work experience issues related project or programme management and/or coordination, experience in working with governance issues or supporting negotiations/constituted bodies/expert groups, multiple external counterparts/stakeholders.

Language skills:

Required: Fluency in English (both oral and written) is required. Knowledge of another UN official language is 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.