



VACANCY ANNOUNCEMENT
MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME
Non-Annex I Support (NAIS)

VACANCY ANNOUNCEMENT NO:	VA 12/025/MDA
PUBLICATION/TRANSMISSION DATE:	2 April 2012
DEADLINE FOR APPLICATION:	1 May 2012
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FCA-2924-P3-011
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 50.6% 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 Programme Officer (Team Leader) of the NAMA & Registry, and the general guidance of the Manager, Non-Annex I support sub-programme, the incumbent is primarily accountable for mitigation activities relating to national communications but also GHG inventories support to the sub-Programme. In particular, the incumbent:

1. Nationally Appropriate Mitigation Actions (NAMAs):

- a. Ensures all supporting work related to the preparation and implementation of NAMAs is provided to developing countries in the preparation and implementation of their NAMAs; information on NAMAs and on support provided and/or available for NAMA preparation submitted by Parties and other entities is timely and appropriately recorded, updated and processed;
- b. Organizes capacity building activities in collaboration with relevant expert groups under the Convention, UN agencies and other institutions to facilitate effective assistance to developing country Parties in preparation and implementation of their nationally appropriate mitigation actions and for preparation of biennial update reports containing national greenhouse gas inventory reports; supports setting-up of a network of relevant stakeholders including from the UN system, international financial institutions, private sector and civil society organisations to facilitate enhanced capacity building support to developing countries in identification, preparation and implementation of NAMAs in a coherent manner; and
- c. Ensures that developing country Parties are supported in the preparation and implementation of their low carbon development strategies by developing training materials and specific inputs for technical papers on the use of the guidelines for the preparation of development of low carbon development strategies.
- d. Provides substantive technical input into the development of general guidelines and modalities for measurement, reporting and verification and provides support to developing country in the adoption and application of these guidelines, upon request.

2. Registry:

- a. Ensures the effective establishment and management of the registry;
- b. Ensures information submitted by Parties is appropriately processed, stored and published in a timely and accurate manner and made easily accessible by overseeing the submission portal and related databases and software to allow for the electronic receipt of submissions and the automatic import of data;
- c. Facilitates the matching of actions seeking international support with support available by providing and directing information to Parties that submitted information on nationally appropriate mitigation actions seeking support, and Parties and entities that have submitted information on the support available; and
- d. Provides the necessary information available in the registry to the financial mechanism to aid its consideration of the provision of support for the preparation and implementation of individual nationally appropriate mitigation actions that are seeking support.

3. Support to intergovernmental processes:

- a. Ensures Parties are furnished with relevant information to support their decision-making by providing technical guidance to inter-governmental processes on analyses of policy issues related to mitigation and greenhouse gas inventories;
 - b. Provides substantive support to the intergovernmental negotiations on mitigation actions by developing countries and greenhouse gas inventories by:
 - (1) Supporting consideration of agenda items under the subsidiary bodies and the COP, and preparing relevant official documents, annotations, briefing the chairs of the relevant negotiating bodies, as well as providing technical support in formulating proposals and conclusions, decisions and recommendations, including identifying problems and proposing corrective actions;
 - (2) Preparing technical papers for Parties consideration on specific analytical and methodological issues based on information contained in national communications, NAMAs submitted to the registry and biennial update reports, in order to facilitate Parties' understanding of the diversity of mitigation actions submitted by developing countries, their underlying assumptions and methodologies;
 - (3) Providing information on the operation of the registry to the Conference of Parties annually, in order to inform the discussions on the financial mechanism.
- 4. Biennial update reports:** Gathers, selects and analyses information from various relevant sources on needs for and availability of financial resources and technical support for the preparation of the biennial update reports of non-Annex I Parties.
- 5. Performs any other job** related activity required to achieve the goals and objectives of the team, the sub-Programme, the Programme or the Secretariat, including representing the secretariat in technical meetings, workshops and seminars, and making presentations where appropriate.

Requirements

- First level university degree in environmental or natural sciences or a related discipline.
- At least five (5) years of progressive professional experience on issues related to climate change, national mitigation actions and greenhouse gas inventory. Two years of relevant experience in an international environment is a requirement.
- Expert knowledge in climate change mitigation actions and their effects on NAMA registry.
- Familiarity with reporting obligations of developing countries under the Climate Change Convention, including national communications and biennial update reports and low carbon development strategies desirable.
- Fluency in written and spoken English. Working knowledge of another UN language is an asset.

Evaluation criteria

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.**