



VACANCY ANNOUNCEMENT

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

Review, Methods and Training (RMT)

ANNOUNCEMENT NO:	VA 13/084/MDA
PUBLICATION/TRANSMISSION DATE:	30 December 2013
DEADLINE FOR APPLICATION:	28 January 2014
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FCA-2924-P4-015
DURATION OF APPOINTMENT:	As soon as possible
DUTY STATION:	Bonn, Germany

Background

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 Programme Officer post is located in the Sectoral Issues Unit of the Review, Methods and Training sub-programme (RMT). RMT is concerned with Annex I (developed) countries mitigation activities including reporting in the national communications (NCs) and biennial reports (BRs), international assessment and review (IAR) for developed countries as part of the measurement, review and verification (MRV) system established under the UNFCCC, methodological and scientific issues of mitigation, training and certification and sectoral issues, such as land use change issues, reduced emissions from deforestation and forest degradation (REDD), agriculture and bunker fuels. Reporting to the Sectoral Issues Unit Programme Officer/Team Leader, the Programme Officer takes the lead on issues pertaining to REDD and related land use issues in the provision of technical support to the intergovernmental process on methodological and scientific basis. The key results expected are:

- Technical leadership and advice
- Support to intergovernmental processes
- Representation and Knowledge Management

Key activities/ accountability

1. Ensures that SBs, COPs and the ADP (Ad Hoc Working Group on the Durban Platform for Enhanced Action) are provided technically authoritative guidance and advice to effectively and efficiently advance negotiations on REDD and related land use issues:

- a. Leads the provision of substantive support and guidance to SBSTA, SBI, COP and ADP on matters related to REDD and related land use issues, as well as agriculture; inputs relate to methods for evaluating the effects of projects, policies and measures for developing projections

and estimating emissions and removals of greenhouse gases from land-use change and forestry, as well as other analytical tasks related to REDD, forestry and agriculture;

- b. Provides or guides the provision of substantive technical and procedural support to Chairs of negotiating bodies, contact groups and meetings on issues related to REDD and related financing arrangements and methodological issues, including arrangements related to measurement, review and verification; independently conducts analysis and evaluation of new issues emerging from negotiations on a future climate change regime;
- c. Analyses options and approaches in the development technical reports and documents; coordinates and reviews in-depth technical reports written by experts; liaises with national and international technical and policy experts and communicates the results clearly to Parties and other organizations; and
- d. Leads the research and development of background information, options and approaches and technical studies in order to ensure authoritative technical support for the development and improvement of modalities, methods and guidelines, in particular for REDD, to ensure the technical accuracy and adequacy of information provided by Parties and evaluation of their commitments under the Convention process.

2. Organizes technical workshops and prepares documents and analyses on REDD and related land use issues for further consideration by the SBs, the COPs and the ADP:

- a. Organizes technical panels, consultative groups and other meetings, providing substantive, technical input including identifying agenda topics and participants, as well as finalizing technical documents and presentations;
- b. Monitors and analyses programme/project development and implementation, reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; Identifies and tracks follow-up actions;
- c. Coordinates the drafting of or personally drafts background papers, analyses, sections of reports and studies, inputs to publications; drafts written reports on methods, undertakes analyses of options and approaches for reporting methodological information and contributes to the development of technical reports and documents. Ensures the organization of panels and other meetings; and
- d. Drafts reports and input for reports following SBSTA, COP and working group meetings; may prepare or oversees the preparation of summary reports of proceedings.

3. Leads the sharing of information, experience and lessons learned on the use of IPCC guidance and guidelines, including through an interactive discussion forum on REDD web platform to enhance the availability of complete and well organized information on activities on REDD and related land use issues:

- a. Provides input to co-operative activities with intergovernmental organizations and partnerships to enhance their contribution to the UNFCCC process in relation to REDD and related land use issues, as well as issues related to agriculture, based on solid understanding of the substance, context and direction of decisions agreed by the COP on REDD and related matters;
- b. Attends meetings and workshops, both internal and external to the secretariat, to strengthen cooperation with other international organizations such as IPCC, FAO, etc., as well as Parties by promoting an exchange of ideas and clarifying the guidance from the UNFCCC process to facilitate its consideration by Parties and relevant stakeholders;
- c. Takes the lead on REDD policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies;
- d. Leads the research analysis and presentation of information gathered from diverse sources; ensures relevant REDD and related land use issues information adequately identifies technical and policy problems and issues of different options; liaises with technical officials of governments and international organizations as appropriate;
- e. Leads field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries; and
- f. In partnership with the Secretariat's Communications and Knowledge Management Service, contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to the UNFCCC's mandate, processes, practices and lessons learned.

4. Organizes and oversees the review of the forest reference levels by the expert teams following agreed guidelines as part of the MRV arrangements.

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 contributing sectoral support to the implementation of the broader RMT sub-Programme's work programme.

Essential Requirements

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

Educational background: Advanced university degree in environmental sciences, economics, development studies or a related discipline is required.

Experience: At least seven (7) years progressively responsible professional experience at the international level in the research, analysis, reporting and presentation of technical issues on climate change such as deforestation, forest degradation, agriculture, etc. is required. At least two (2) years of the total 7 must include research, analysis and reporting on REDD issues pertaining to developed and developing countries.

Specific professional knowledge: Excellent knowledge of the UNFCCC intergovernmental support process and related negotiations is essential as is knowledge of climate change mitigation policy with a specific focus in issues related to reduced emissions from deforestation and forest degradation (REDD), land use, land-use change and forestry (LULUCF) and agriculture in both, developed and developing countries. Excellent knowledge of the Climate Change Convention and its Kyoto Protocol, in particular of methodological and implementation aspects of REDD, LULUCF and agriculture, as well as measurement, review and verification is required. Familiarity with policy formulation and interaction with various stakeholders including governments, international organizations, research institutions and private sector is highly desirable. Experience in analysing and preparing policy and strategy papers to promote cooperative action is an asset.

Job-related skills: Demonstrated skill in coordinating and/or leading the development of technical reporting and drafting of technical and policy papers, and organising meetings to promote cooperative action among relevant stakeholders is essential. Strong oral and written communications, including advocacy, skills are required in order to effectively interact with a wide range of partners, including SBs/COP Parties' representatives, stakeholders, other partners, etc. on technical issues.

Language requirements: Fluency in English, both oral and written, is required; working knowledge of another official UN language would be an asset.

Expected Competencies

Professionalism: Familiarity with and experience in the use of various research methodologies and sources. Ability to plan, develop, implement, monitor and evaluate major projects. The capacity to demonstrate success in analyzing complex professional issues and developing well-reasoned, innovative solutions to associated challenges. Ability to provide sound technical advice to managers.

Commitment to continuous learning: Willingness to keep abreast of new developments in the appropriate professional field.

Communication: Ability to act as an effective spokesperson internally and externally. The capacity to draft clear concise high quality reports or documents relating to area of professional expertise.

Technological Awareness: Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Teamwork: Ability to establish good interpersonal skills and ability to maintain effective working relations in a multi-cultural organization. Ability to gain the assistance and cooperation of others through the demonstration of leadership.

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: US\$ 67,483 to 74,645 (without dependents)
US\$ 72,467 to 80,349 (with dependents)
(plus variable post adjustment, currently 57.0% of net salary), plus other UN benefits as indicated in the link below:

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