



VACANCY ANNOUNCEMENT

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

Inventories and Data Services (IDS)

ANNOUNCEMENT NO:	VA 14/018/MDA
PUBLICATION/TRANSMISSION DATE:	24 February 2014
DEADLINE FOR APPLICATION:	25 March 2014
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FCA-2924-P4-013
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	01 July 2014

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 is located in the Greenhouse Gas (GHG) Inventory Unit of the Inventories and Data Services (IDS) sub-Programme concerned with GHG inventories from Annex I Parties as well as Annex I and non-Annex I data services. He/she reports to the GHG Inventories Unit team lead. The incumbent is accountable for measurement, reporting and verification (MRV)-related work in the substantive area of GHG-inventory reporting and review for Annex I Parties; he/she also provides technical leadership to assigned teams of experts conducting technical reviews of GHG inventories and relevant supplementary information from Annex I Parties. The incumbent will provide support to the unit team lead in organizational and planning tasks of the unit. The key results expected are:

- Guidance on methodological and organizational changes in GHG inventory review and reporting required in view of requirements relating to the MRV framework;
 - Organization and conduct of GHG inventory reviews;
 - Support for the intergovernmental negotiation process;
 - Representation of the secretariat at relevant fora.
1. Provides substantive guidance for the management of methodological and organizational changes in the reporting and review processes for national GHG inventories from Annex I Parties:
 - a. Leads the preparation and implementation of MRV-related changes in the reporting and review requirements for Annex I Parties, including those related to inventory-related information in biennial reports (BR) from Annex I Parties;
 - b. Organizes work on the revision and enhancement of analytical tools used in the inventory review process for Annex I Parties in light of MRV requirements;

- c. Leads the implementation of the revised UNFCCC guidelines for national GHG inventories of Annex I Parties, based on the application of the 2006 IPCC guidelines;
 - d. Ensures that relevant methodological and data work of the IPCC, IEA and other organizations is supported as necessary, and UNFCCC feedback to task forces and working groups is provided; and
 - e. Supports the team lead in the organization and conduct of the annual meeting of lead reviewers, resulting in recommendations for improvements in the reporting and review process for annual GHG inventories from Annex I Parties.
2. Plans, organizes and coordinates teams of experts in the conduct of GHG inventory reviews in accordance with guidance provided for this purpose by the COP, CMP and subsidiary bodies in their respective decisions and conclusions, ensuring that this guidance is fully taken into account by the experts while conducting reviews, and, if necessary, adapting this guidance to the specific national circumstances of the countries by coordinating the in-country, centralized and desk reviews of several national greenhouse gas inventories from Annex I Parties under the Convention and the Kyoto Protocol:
 - a. Prepares for and organizes teams of review experts to evaluate and/or verify information reported in the GHG inventory submissions and oversees the drafting of technical summary reports in collaboration with lead reviewers and review experts; is accountable for quality assurance/quality control of all reports and publications in area of assignment;
 - b. Provides authoritative advice to the team lead and sub-Programme Manager on the experts nominated by Parties and intergovernmental organizations for inclusion on expert teams after evaluating their experience, competence and ability to perform the tasks required, taking into account geographic and gender balance;
 - c. Leads the analyses of policy and technical issues; assists the team lead and manager in the provision of relevant advice to the Secretariat on issues related to the work of the Unit and sub-Programme;
 - d. Provides authoritative guidance in supporting the COP, CMP and the subsidiary bodies of the Convention and the Kyoto Protocol through analysis of issues related to consideration of MRV-related work in the area of GHG inventories; and
 - e. Supports the team lead in the planning and organization and conduct of the annual review process for GHG inventories from Annex I Parties.
3. Supports the intergovernmental process under Subsidiary Bodies and COP/CMP to facilitate negotiations pertaining to the international climate change regime: Ensures that MRV-related changes in the reporting and review guidelines, and in the related modalities and procedures, are identified and Parties are assisted in the negotiations on such guidelines, modalities and procedures through support of negotiations and implementation of inventory-related features of the enhanced implementation of the Convention in accordance with the Bali Action Plan, the Cancun Agreements and the Doha Climate Gateway, in particular with respect to the requirements for the measurement, reporting and verification (MRV) processes.
4. Leads the preparation of various analytical and data documents to support the International Assessment & Review (IAR) process, including during the consideration of IAR results at sessions of the Subsidiary Body for Implementation (SBI).
5. Representation: Represents the Unit and sub-Programme at international and regional meetings and workshops pertaining to GHG inventories and related MRV issues with authority to exchange information and present previously approved policy statements. Provides authoritative technical guidance and advice to the Secretariat on issues related to the MRV-related work on GHG-inventories for Annex I Parties. As such serves as support officer to the COP/CMP and/or relevant Subsidiary Bodies on issues relating to the UNFCCC guidelines on GHG inventories from Annex I Parties.

6. Resource Mobilisation: Enhances the Secretariat's effectiveness in resource mobilisation efforts through representational activities as well as by providing substantive input to the Secretariat's central Resource Mobilisation activity.
7. Knowledge Management: In partnership with the Secretariat's Knowledge Management programme, 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.
8. Performs any job related activity required to meet the overall MDA programme as well as secretariat-wide mandates, goals and objectives, including contributing to the review of the inventory-related information in national communications and biennial reports from Annex I Parties.

Essential Requirements

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

Educational background: Advanced university degree in environmental or energy 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 technical programme/project activities on climate change issues is required.
- At least two (2) years of the total 7 must include involvement in reporting and review on mitigation issues pertaining to greenhouse gas emissions.

Specific professional knowledge and job related skills:

- Knowledge of the UNFCCC intergovernmental support process is essential as is knowledge of climate change mitigation issues in developed countries.
- Good knowledge of the Climate Change Convention and its Kyoto Protocol is required. Knowledge of the IPCC guidelines for national greenhouse gas inventories is desired.
- Demonstrated skill in work plan development and delegation of responsibilities in a formal or informal team environment.
- Demonstrated skill in coordinating and/or leading the development of technical reporting and drafting of technical and policy papers 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 stakeholders, other partners, SBs/COP Parties' representatives, 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.

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\$ 67,611 to 74,787 (without dependents)
US\$ 72,605 to 80,502 (with dependents)
(plus variable post adjustment, currently 52.0% of net salary), plus other UN benefits as indicated in the link below:

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