



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT
(3 posts in one vacancy announcement)

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME
Organization and Stakeholder Development Unit

VACANCY ANNOUNCEMENT NO:	VA 10/059/SDM
PUBLICATION/TRANSMISSION DATE:	9 July 2010
DEADLINE FOR APPLICATION	7 August 2010
TITLE AND GRADE:	Programme Officer (Business Analysis), P-3
POST NUMBER:	CDM-2933-V550-P3-004 CDM-2933-V550-P3-005 CDM-2933-V550-P3-007
INDICATIVE ANNUAL SALARY:	US\$ 55,259 to 61,871 net (without dependents) US\$ 59,200 to 66,388 net (with dependents) (plus variable post adjustment, currently 36.5% 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 is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Organization and Stakeholder Development unit proactively identifies opportunities for, and collaborates on the implementation of, improvements in CDM and JI processes, including through the development of official and internal procedures, and engages external stakeholders to achieve improvements in the understanding of applicable requirements and improved quality of submissions.

Responsibilities

Under the direct supervision of the Team Lead of the Organization and Stakeholder Development unit, the incumbent analyzes SDM processes to identify potential areas for improvements in efficiency and quality management. In particular the incumbent will:

1. Conduct needs analysis and feasibility studies, in consultation with officials from the operational functions, to determine user needs in support of SDM activities, identifying system improvements to streamline existing and new systems and ensure that processes are appropriately and effectively supported by IT systems.
2. Conduct systems analysis of the business processes within SDM to identify efficiency improvements, collecting and measuring information, identifying problems and solutions.

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3. Create and manage a reporting system of key performance indicators for SDM activities.
4. Manage project developments, progress, timelines; identify and resolve technical problems, gaps in specifications, and project risks and opportunities. Advise on and review specifications created by IT providers and negotiate acceptance plans.
5. Determine acceptance of IT developments and applications.
6. Provide advice on process improvement efforts, including internal business process engineering, to support the development of quality management systems.
7. Develop tools and templates for the standardization of processes

Requirements

- First level university degree in computer science, mathematics, information technology or information systems (with business analysis specialization)
- A minimum of five (5) years of progressively responsible experience in business analysis, requirements engineering, business process automation related software development and quality assurance.
- Ability to conceptualise system requirements for large systems in a multi-stakeholder environment and interpret the imperatives of regulatory documentation. Ability to arbitrate and foster consensus on product features and priorities between stakeholders and manage projects in a dynamic, multi-cultural environment
- Fluency in English (verbal and written), working knowledge of another UN language an asset.

Evaluation criteria

Professionalism:

The capacity to identify problems/issues and participations 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> by clicking on the “apply” link next to the vacancy announcement.

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.**