



**TEMPORARY APPOINTMENT
MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME**

ANNOUNCEMENT NO:	13/TA26/MDA
PUBLICATION/TRANSMISSION DATE:	04 June 2013
DEADLINE FOR APPLICATION:	18 June 2013
TITLE AND GRADE:	Associate Programme Officer, P-2
INDICATIVE MONTHLY SALARY:	USD 3,894 to 4,387 net (without dependents) USD 4,151 to 4,695 (with dependants) plus variable post adjustment, currently 46.9 of net salary), plus other UN benefits
DURATION OF APPOINTMENT:	As soon as possible for an initial period of six months
DUTY STATION:	Bonn, Germany

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 (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 temporary post is located in the National Communications Support (NCS) unit which provides substantive support to intergovernmental process on the preparation and reporting of national communications and biennial update reports by non-Annex I Parties. Under the direct supervision of the Team Leader of the MDA NCS unit and general guidance of the Manager, Non-Annex I Support sub-programme, the incumbent will:

1. Provide support to the development of user toolkit for putting in place a sustainable national arrangements to support preparation and submission of national communications and biennial update reports (BURs) by:
 - Undertaking review of national systems of Annex I Parties for development of their GHG inventories with a view to document a set of examples of good practice of designing and implementing a national systems;
 - Assessing national arrangements put in place by non-Annex I Parties for greenhouse gas inventory preparation, mitigation, and vulnerability and adaptation assessments;
 - Developing, under guidance of NCS substantive officers, an outline of toolkit document for putting in place a national arrangement for developing GHG inventories and for conducting mitigation, and vulnerability and adaptation assessments; and for preparation of national communications and biennial update reports on a continuous basis.
2. Contribute to the compilation and synthesis of the latest national communication from non-Annex I Parties by:
 - Preparing electronic templates for extracting relevant information on national greenhouse gas emissions and removals reported in the national communications;

- Reviewing the latest national communications from non-Annex I and extract relevant information related to national GHG emissions and removals as per the template;
 - Compiling, analyzing and synthesizing relevant information on national GHG emissions and removals reported in the latest national communications;
 - Analyzing data on national GHG gas from other well-recognized sources such as Carbon Dioxide Information Analysis Center (CDIAC), World Research Institute (WRI), International Energy Agency (IEA), Food and Agriculture Organization (FAO), etc.;
Preparing a report on national GHG emissions summarizing all the key reporting elements, providing appropriate GHG emissions/removals profiles and also overview of financial and technical needs and constraints that non-Annex I countries face in preparing and reporting necessary information of national GHG emissions/removals in their national communications.
3. Contribute to the activities of the Consultative Group of Experts by:
- Undertaking assessment and compilation of information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions, in accordance with Article 4, paragraph 1(f), of the Convention;
 - Reviewing and compiling information on existing activities and programmes, including bilateral, regional and multilateral sources of financial and technical assistance, to facilitate and support the preparation of national communications by non-Annex I Parties;
4. Perform other duties as required.

Essential Requirements

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

Educational background:

- First level university degree in engineering, environmental studies, international relations, international law, economics or related discipline

Experience:

- At least three (3) years of progressive experience in the area of climate change, environmental science, greenhouse gas inventory, or in related field.
- Knowledge of the relevant national communications by non-Annex I parties or relevant IPCC greenhouse gas inventory guidelines would be an asset.

Knowledge and skills:

- Good understanding of climate change issues and the UNFCCC and familiarity with and experience in the use of UNFCCC guidelines for preparation of national communications and biennial update reports by non-Annex I Parties and working knowledge of relevant IPCC greenhouse gas inventory guidelines.
- Good knowledge of multilateral and bilateral organizations which are active in climate change mitigation and GHG inventories in developing countries.

Language skills:

- Perfect command of English is required and working knowledge in French and Spanish will be advantage.
- Excellent drafting skills

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.**