



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

**VACANCY ANNOUNCEMENT**

**SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**

**Clean Development Mechanism (CDM)**

**- Accreditation and Project Assessment Unit -**

|                                        |                                                                                                                                                                                                                             |
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| <b>VACANCY ANNOUNCEMENT NO:</b>        | <b>VA 10/004/SDM</b>                                                                                                                                                                                                        |
| <b>PUBLICATION/TRANSMISSION DATE:</b>  | <b>11 January 2010</b>                                                                                                                                                                                                      |
| <b>DEADLINE FOR APPLICATION</b>        | <b>10 February 2010</b>                                                                                                                                                                                                     |
| <b>TITLE AND GRADE:</b>                | <b>Programme Officer, P-3</b>                                                                                                                                                                                               |
| <b>POST NUMBER:</b>                    | <b>CDM-2933-V504-P3-001</b>                                                                                                                                                                                                 |
| <b>INDICATIVE ANNUAL SALARY:</b>       | <b>US\$ 55,259 to 61,871 net (without dependents)</b><br><b>US\$ 59,200 to 66,388 net (with dependents)</b><br><b>(plus variable post adjustment, currently 57.1 of net salary) plus other UN benefits and pension fund</b> |
| <b>DURATION OF APPOINTMENT:</b>        | <b>One and a half years, with possibility of extension</b>                                                                                                                                                                  |
| <b>DUTY STATION:</b>                   | <b>Bonn, Germany</b>                                                                                                                                                                                                        |
| <b>EXPECTED DATE FOR ENTRY ON DUTY</b> | <b>As soon as possible</b>                                                                                                                                                                                                  |

**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 Accreditation and Project Assessment Unit supports the accreditation of operational entities, the assessment of their performance, the registration of CDM projects and the issuance of certified emission reductions (CERs).

**Responsibilities**

Under the general guidance of the Manager of the Accreditation and Project Assessment Unit and the direct supervision of the Programme Officer Issuance of the Registration/Issuance monitoring team, the incumbent provides technical and substantive support towards the implementation of the work programme as a technical officer on issuance under the Clean Development Mechanism. In particular the incumbent:

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1. Provides substantive support on issues relating to issuance thereby facilitating the implementation, the modalities and procedures of the CDM, decisions by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP) and the Executive Board, inter alia:

- a. Undertaking, and guiding Associate Programme Officers, in undertaking, thorough technical assessments of the compliance of new requests for issuance with the requirements of the CMP and Executive Board;
- b. Preparing background information and analysis on project activities and drafting briefing notes to facilitate consideration of requests for review by the CDM Executive Board.
- c. Assisting the Executive Board in considering requests for issuance which are requested for review or placed under review;
- d. Ensuring resubmitted request for issuance comply with the requirements of Executive Board decisions;
- e. Researching, analyzing and recommending to facilitate the decision-making of panels, committees and working groups;

2. Provides procedural support on issues relating to issuance thereby facilitating the implementation, the modalities and procedures of the CDM, decisions by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP) and the Executive Board, inter alia:

- a. Preparing draft agendas, reports and ensuring that documents are available on time to the CDM Executive Board, panels, committees and working groups established by the CDM Executive Board in the area of specialization;
- b. Being responsible for the timely implementation of the applicable procedures for new issuance requests;
- c. Ensuring decisions taken by the Executive Board are accurately drafted;
- d. Ensuring information made available to stakeholders regarding the area of specialization is timely and accurate.

3. Assists towards the implementation of procedures relating to issuance under the CDM by, inter alia:

- a. Drafting new and recommending revisions to internal and external procedures related to the area of specialization;
- b. Making decisions within the implementation process on related procedures;
- c. Acting as focal point for operational entities and project participants;
- d. Researching, analyzing and presenting recommendations regarding effective and efficient work processes/work flows.

4. Liaises with other UN and international bodies, Parties, IGOs and NGOs as well as the private sector on issues and activities relating to the CDM project cycle and the area of specialization by:

- a. Participating in conferences, workshops and seminars and making technical presentations as appropriate;
- b. Recommending actions to facilitate the cooperation with UN entities, Parties, IGOs, NGOs and stakeholders;
- c. Assist in maintaining working relationships amongst interested actors, as appropriate, in the area of specialization with the aim of enhancing the understanding of CDM issues and the building of capacity in the area of specialization.

5. Performs other related duties.

### Requirements

- First level university degree (Bachelor or equivalent) in economics, engineering, environmental science or a related scientific/technical discipline.
- At least five (5) years of directly related experience. Two (2) years of relevant experience in an international work environment as well as work experience in the area of project-based mechanisms is an asset.
- Fluency in English. Working knowledge of other UN languages is an asset.

### Evaluation criteria

- **Professionalism:**  
The capacity to identify problems/issues and participation 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 related to the post.
- **Teamwork:**  
Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural 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.**