



VACANCY ANNOUNCEMENT

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

Non-Annex I Support (NAIS)

VACANCY ANNOUNCEMENT NO:	VA 14/021/MDA
PUBLICATION/TRANSMISSION DATE:	26 February 2014
DEADLINE FOR APPLICATION	27 March 2014
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FRA-2924-V207-P3-001
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 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 NAIS sub-programme and reports to the NAIS/NAMA Team Leader. The non-Annex I Support (NAIS) sub-programme consists of four units: (1) National Communications Support (NCS), (2) Nationally Appropriate Mitigation Actions (NAMA) & Registry, and (3) International Consultations and Analysis Support (ICAS) and (4) Response Measures Unit. As part of the NAMA and NAMA Registry process, the Programme Officer is accountable for support to non-Annex I Parties' measurement and reporting of NAMAs, including support to verification of actions by NAI Parties (international consultation and analysis), as well as operation and maintenance of the NAMA Registry. The key results expected are:

- NAMA preparation and implementation
- Operation and maintenance of the NAMA Registry
- Support to intergovernmental processes
- Technical support to expert teams

1. NAMA preparation and implementation:

- a. Ensures that substantive technical advice and capacity building support is provided to developing countries in the identification, preparation, submission and implementation of their NAMAs;
- b. Provides technical support to the non-Annex I countries in the formulation of their low emissions development strategies;
- c. Provides support to the International NAMA partnership and liaises with organizations engaged in the International MRV partnership;

- d. Provides administrative and substantive support to the process of NAMAs, including their timely processing and analysis, organizing the technical analyses of the NAMAs by liaising with the relevant/designated institutions of developing countries and the team of technical experts, and contributing to the preparation of various written outputs, e.g. background papers, technical reports, etc.;
- e. Ensures information submitted by Parties is appropriately processed, stored and published in a timely and accurate manner and made easily accessible by overseeing the submission portal and related databases and software that allow for the electronic receipt of submissions and the automatic import of data;
- f. Provides technical support to developing countries in the implementation of domestic MRV systems;
- g. Collaborates with intergovernmental organizations on co-operative activities to ensure the monitoring, review and verification (MRV) system provides for maximum enhancement of mitigation actions by developing countries; and
- h. Gathers, selects and analyses information from various relevant sources on needs for and availability of financial resources and technical support for the preparation of non-Annex I Parties' NAMAs.

2. Operation and maintenance of the NAMA Registry:

- a. Ensures the day-to-day maintenance and administration of the registry;
- b. Appropriately processes, stores and publishes information submitted by Parties in a timely and accurate manner ensuring easily accessibility via the submission portal and related databases and software to allow for the electronic receipt of submissions and the automatic import of data;
- c. Analyses financial, technological and capacity building support available to developing countries through the registry in order to facilitate the matching of actions seeking international support with support available;
- d. Provides and directs information to Parties that submitted information on nationally appropriate mitigation actions seeking support;
- e. Prepares information on the operation of the registry to the Conference of the Parties on an annual basis;
- f. Facilitates the matching of actions seeking international support with support available by providing and directing information to Parties that submitted information on nationally appropriate mitigation actions seeking support, and Parties and entities that have submitted information on the support available; and
- g. Provides the necessary information available in the registry to the financial mechanism to aid its consideration of the provision of support for the preparation and implementation of individual nationally appropriate mitigation actions that are seeking support.

3. Support to intergovernmental processes:

- a. Supports the intergovernmental negotiation processes on matters related to the work programme under the SBI to further the understanding of the diversity of nationally appropriate mitigation actions to developing countries and organizing relevant workshops and preparing technical papers and other documents;
- b. Ensures that Parties are furnished with relevant information to support their decision-making by providing technical guidance to inter-governmental processes on analyses of policy issues related to measurement, reporting and verification of developing countries actions and associated support; and
- c. Provides substantive support to the intergovernmental negotiations on mitigation actions by developing countries by supporting consideration of agenda items on international consultation and analysis and biennial update reports by developing countries, under the subsidiary bodies and the COP, and preparing relevant official documents, annotations, briefing the chairs of the relevant negotiating bodies, as well as providing technical support in formulating proposals and conclusions, decisions and recommendations, including identifying problems and proposing corrective actions.

4. Support to teams of technical experts:

- a. Develops training materials for the training of the team of technical experts for the conduction of ICA; and

- b. Provides substantive technical support and guidance to the expert teams for the technical analysis of BURs and collaborate with relevant sub-programmes within MDA and the secretariat and support training activities related to analysis of BURs.
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 representing the secretariat in technical meetings, workshops and seminars, and making presentations where appropriate

Essential Requirements

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

Education: First level university degree in environmental sciences, engineering, economics, development studies or a related discipline is required. Advanced university degree in environmental science would be an advantage.

Experience: At least five (5) years progressively responsible professional experience at the national and/or international level in the monitoring, analysis, reporting and representation of technical programme/project activities on climate change issues is required. At least one (1) years of the total 5 must include review and reporting on mitigation issues pertaining to developing countries.

Specific professional knowledge and job related skills:

- Good knowledge of climate change mitigation issues in developing countries, including least developed countries, is essential as well as familiarity with the UNFCCC intergovernmental support process.
- Basic knowledge of the Climate Change Convention and its Kyoto Protocol is required.
- Demonstrated skill in technical analysis, reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders is essential.
- Strong oral and written communications 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.
- Experience with development issues in least developed countries is essential.

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\$ 56.198 to 62.922 (without dependents)
 - US\$ 60.205 to 67.515 (with dependents)
 - (Plus variable post adjustment, currently 52% of net salary)
 - plus other UN benefits as indicated in the below link:

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