



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
Transparency Division,  
AFOLU unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 August 2021 23:59 hrs CET	VA 21/054/T	As soon as possible	Two years with possibility of extension	Bonn, Germany

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**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

### **Where will you be working**

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Agriculture, Forestry and other Land-use (AFOLU) unit of the Transparency division which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to REDD-plus, agriculture and Koronivia, land use, land-use change and forestry (LULUCF), greenhouse gas (GHG) inventories, IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis

### **What will you be doing**

Reporting to the Team Lead of the AFOLU unit you will be responsible for coordination of the technical assessments of REDD+ Forest Reference Levels and/or Forest Reference Emission Levels, and technical analyses of REDD+ results, including the preparation of background documents and support to the assessment teams in their work. The Programme Officer furthermore supports the MRV/ETF Reporting and Review subdivision in achieving its goals, the purpose of which is to support all Parties in the implementation of reporting and review under the current MRV system, including REDD+ activities, coordination of work on agriculture, including Koronivia and LULUCF, international assessment and review (IAR), international consultation and analysis (ICA), GHG inventories, and overall coordination of negotiations on REDD+, agriculture and LULUCF aspects, MRV, ETF and GHG inventories. Additionally, the sub-division will facilitate the implementation of the ETF, including biennial transparency reports and tracking progress on NDC achievement and GHG inventories under the Paris Agreement.

### **Your responsibilities**

- 1. In the area of organization and coordination of reviews/ technical analyses of Party submissions, you will:**
  - a. Coordinate reviews/technical analyses of REDD+ activities, BRs, BURs, NCs and GHG inventories in accordance with guidance provided for this purpose by the COP, CMP, CMA and



- subsidiary bodies (SBs) in their respective decisions and conclusions, ensuring that this guidance is fully taken into account by the experts while conducting reviews/technical analyses, and, if necessary, adapting this guidance to the specific national circumstances of the countries by coordinating in-country, centralized and/or desk reviews;
- b. Prepare for and organizes teams of experts to evaluate and/or verify information reported in the submissions and oversee the drafting of reports in collaboration with lead reviewers and experts. Is accountable for quality assurance/quality control of all reports and publications in areas of assignment;
  - c. Provide advice to the team lead and Sub-division Manager on names of 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 considerations;
  - d. Provide technical support in the development of analytical tools used in the review/technical analyses processes;
  - e. Contribute to the Compliance Committee's receipt of timely review reports and other relevant information by meeting review schedules and deadlines established in coordination with Parties;
  - f. Contribute to the timely preparation and publication of mandated reports under the Convention, the Kyoto Protocol, and the Paris Agreement, in support of reporting and review-related negotiations, including preparation and presentation to the SBs;
  - g. Provide guidance in supporting the COP, CMP, CMA and the SBs of the Convention, Kyoto Protocol and Paris Agreement through analysis of policy and technical issues related to consideration of reporting and review activities under these bodies; and
  - h. Conduct analyses of policy and technical issues and assists the team lead and Sub-division manager in the provision of relevant advice to the Secretariat on issues related to the work of the Unit and Sub-division.

**2. Supporting to analytical and methodological work relating to the preparation and conduct of reviews/technical analyses including implementation of technical and organizational changes in the reporting and review procedures, you will:**

- a. Support the preparation and implementation of changes in the reporting and review requirements for national submissions for Parties;
- b. Contribute to the implementation of the latest reporting and review guidelines for REDD+ activities, BRs, BURs, NCs and/or GHG inventories, including on the application of the 2006 IPCC guidelines;
- c. Provide substantive support to the methodological and data work of the Intergovernmental Panel on Climate Change (IPCC), Food and Agriculture Organization of the UN (FAO), Green Climate Fund (GCF) the International Energy Agency (IEA) and other relevant organizations as necessary; Ensure that UNFCCC feedback to task forces and working groups is provided; and
- d. Participate in the annual meeting of lead reviewers, resulting in recommendations for improvements in the reporting and review process for Parties; Represent AFOLU in meetings and workshops, both internal and external to the secretariat, to strengthen cooperation with other international organizations such as FAO, IPCC, World Bank, etc., as well as Parties by promoting an exchange of ideas and clarifying the guidance from the UNFCCC process to facilitate its consideration by Parties and relevant stakeholders; liaise with technical officials of governments and international organizations as appropriate.

**3. In the area of support of the intergovernmental negotiation process, you will** provide support to negotiations and implementation of MRV under the Convention and the Kyoto Protocol, as well as agriculture including implementation of the Koronivia Joint Work on Agriculture in accordance with the



decisions adopted by Parties, and under the Paris Agreement, in particular with respect to the requirements for the MRV process changes and in the related modalities and procedures, through their identification and assistance to Parties in their negotiations on such requirements, modalities and procedures.

**4. In the area of contribution on cross-cutting issues, you will** provide substantive technical contributions to the discussions of various cross-cutting issues relating to reporting and review-related activities and support for developing countries within the overall existing MRV framework for Parties as well as in the transition to the ETF under the Paris Agreement.

**5. Knowledge Management:** In partnership with the Secretariat's Communications and Knowledge Sub-division 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.

**6. You will perform any job-related activity** required to meet the overall goals and objectives of the Transparency division, as well as those of secretariat-wide mandates.

**Competencies:**

**Applying Professional Expertise:** Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines; keeps abreast of new developments and technologies in the field of expertise; Actively seeks to expand the existing level of job knowledge and expertise.

**Communicating with impact:** Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Delivering results:** Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.



## **Your qualifications**

### **Educational Background:**

**Required:** Advanced university degree (Master's or equivalent) in forestry, environmental science, economics, engineering, development studies or a related discipline. A first-level university degree (B.A. or equivalent) in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Experience:**

**Required:** At least five (5) years of professional experience in the area of preparation and review of information included in national submissions (e.g. REDD+, GHG inventories, BRs, BURs, and/or NCs) under the Climate Change Convention, Kyoto Protocol or Paris Agreement, or comparable experience with the preparation and processing of technical information of similar complexity.  
Two (2) years of experience in an international setting is a requirement.

**Asset:** Participation in UNFCCC reporting and/or review activities of national submissions is an asset.  
Education and experience in forestry and forest carbon measurement is an asset.  
Experience with preparing technical reports on climate change issues is an asset.

### **Language skills:**

**Required:** Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

## **Specific professional knowledge and skills and Job-related skills**

Specific professional knowledge: Knowledge of the reporting and review requirements under the Climate Change Convention and its Kyoto Protocol and the Paris Agreement.

Job-related skills: Ability to coordinate technical work of multi-disciplinary experts in a team. Proficiency in compiling and reviewing technical reports of high complexity. Excellent writing skills.

## **What is the selection process?**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

## **How to apply:**

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

## **Please note:**

1. Service is limited to the UNFCCC secretariat.
2. 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.



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3. Indicative net monthly salary and allowances:

US\$ 5,177 to US\$ 5,805

(plus variable post adjustment, currently 35.9% of net salary),

plus other UN benefits as indicated in the link below:

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

UNFCCC secretariat is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

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