



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2

Transparency Division,
Information Hub, Data Systems and Tools Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
11 January 2022 23:59 hrs CET	VA 21/074/T	As soon as possible	One and half year with possibility of extension	Bonn, Germany

Publication date: 14 December 2021, Post number: 30510422, Funding: 40 FCA

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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in 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 greenhouse gas (GHG) inventories, REDD-plus, agriculture and Land Use, Land-Use Change and Forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis.

The post is located in the Systems and Tools Unit of the Information Hub, Data, Systems & Tools Subdivision and reports to the Team Lead of the unit. The overall purpose of this subdivision is to provide overall coordination of all information technology related activities for the entire Transparency division, including the maintenance and enhancement of all existing systems, tools, applications and portals for the MRV system and the development and maintenance of new systems and tools for the ETF. In addition, it acts as the information hub and centralizes transparency information collection and analysis across the secretariat, including by providing policy briefs. It also provides overall coordination of negotiations on systems and tools and supports negotiations on MRV and ETF aspects.

The Information Hub, Data, Systems & Tools Subdivision consists of two units:

1. Information Hub, Data and Information Management Unit
2. Systems and Tools Unit

Your responsibilities

1. **Supporting the maintenance and enhancement of existing information systems, tools, applications, portals and databases for the MRV system and of the development and maintenance of the new information systems and tools for the ETF:**
 - a. Supports the maintenance of relevant information systems, tools, applications, portals and

databases for the MRV system: provide substantive input, testing, enhancement and implementation of relevant existing information IT tools, ensuring timely availability and regular back-up, maintaining records, providing feedback, and communicating information with different stakeholders, as requested;

- b. Provides support for preparing substantive requirements and technical specifications, supports the design and implementation of new functional features and supports testing of various solutions for the existing and new IT tools; supports the maintenance of user accounts for the relevant tools, and supports the provision of technical support and feedback to the users;
- c. Supports the centralization of transparency-related information collection and storage by contributing to the design, maintenance and relevant changes of the Transparency Data and Information Hub and Data Warehouse;
- d. Provides support in delivery of relevant information systems, tools, applications, portals and databases to the business owners in the division and their release to the external users; Ensures information submitted by Parties is appropriately processed, stored and published in a timely and accurate manner;
- e. Evaluates, proposes, implements and updates procedures and guidelines applied in the Systems and Tools Unit, to enhance the relevant work flows taking into account experience gained and lessons learned within the Transparency division and across the secretariat;
- f. Conducts independent research on relevant background material and current practice in the Transparency division related to the maintenance and enhancement of all information systems, tools, applications, portals and databases;
- g. Identifies and provides innovative approaches to promote the transparency related systems, tools, applications, portals and databases both internal and external to the secretariat;
- h. Keeps abreast of developments in the areas of MRV, ETF and maintenance, enhancement and development of information systems, tools, applications, portals and databases;
- i. Provides information and support to other units of secretariat, as required, on matters related to MRV, ETF and maintenance, enhancement and development of information systems, tools, applications, portals and databases.

2. Organization and coordination of reviews/technical analyses of Party submissions:

- a. Supports the work of reviews or technical analysis of MRV processes such as International Assessment and Review (IAR), International Consultation and Analysis (ICA), GHG Inventory or Biennial Transparency Reports (BTRs), as appropriate and in accordance with relevant guidance provided by the COP, CMP and CMA, assessing the information submitted by Parties and overseeing the drafting of technical reports in collaboration with lead reviewers and review experts; being accountable for quality assurance/quality control of all reports and publications in the area of assignment;
- b. Provides support for the organization and/or conduct of in-country, centralized, desk or simplified reviews/technical analysis of GHG inventories, BRs, BURs, NCs and BTRs;
- c. Tracks the development of review/technical analysis tasks and their progress under his/her responsibility, ensuring that deadlines are met, and the results are of high quality;
- d. Contributes to the timely preparation and publication of mandated reports under the Convention, the Kyoto Protocol, and the Paris Agreement in support of MRV and ETF related negotiations, including preparation and presentation to the subsidiary bodies;
- e. Supports the preparation of relevant outputs from existing systems and tools for the reviews/technical analysis of submissions and conducts in-depth analyses of information reported by Parties in their submissions.

3. Supporting of the intergovernmental negotiation process: Provides support to negotiations and the implementation of MRV under the Convention and the Kyoto Protocol in accordance with the decisions adopted by Parties, as well as the ETF under the Paris Agreement, in particular with respect to methodological issues and to requirements for maintenance, enhancement and development of information systems, tools, applications, portals and databases.

4. Representing the unit and/or subdivision at relevant internal and external meetings, such as annual meetings of the lead reviewers, technical meetings and/or workshops on the MRV and ETF, technical meetings on information systems and tools; provides substantive support to negotiations by Parties at meetings of the subsidiary bodies, Ad-hoc Working Groups, COP, CMP and CMA.

5. Contributing towards cross-cutting issues: Provides substantive technical contributions to the discussions of various cross-cutting issues relating to systems and tools, reporting and review-related activities and support for developing countries within the overall existing MRV framework for Parties as well as the ETF under the Paris Agreement.

6. In the area of Knowledge Management: In partnership with the secretariat's Communications and Engagement division, 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 and provides technical support in line with internal business processes concerning the UNFCCC records management system.

7. 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 degree or equivalent) in environmental science, economics, engineering, development studies, computer science or a related discipline. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.
------------------	--

Experience:

Required: At least two (2) years of professional experience in the areas of monitoring, analysis and reporting of data, as well as project and service management of information systems and tools.

Asset: Experience in the UNFCCC reporting and/or review activities of national submissions.

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 UNFCCC inter-governmental process, including MRV arrangements under the Convention and Kyoto Protocol, and the ETF under the Paris Agreement.

Job-related skills: Demonstrated skills in analysing technical data and preparing technical and policy reports. Ability in managing small projects and service, in particular on information systems, tools and databases.

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.
3. Indicative net annual salary and allowances:
US\$ 48,805 to US\$ 55,553
(plus variable post adjustment, currently 31.2% 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.