



VACANCY ANNOUNCEMENT

Programme Management Officer, P-4 Means of Implementation division, Technology Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
7 October 2022 23:59 hrs CET	VA 22/061/Mol	As soon as possible	One year 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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Means of Implementation (MOI) division, which provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

Within MOI, the Technology subdivision supports intergovernmental work and negotiations on matters related to technology development and transfer and related activities to support developing countries to accelerate their enhanced action on mitigation and adaptation. It also facilitates the effective implementation of mandated actions by the Technology Mechanism which assists developing countries to implement their technology actions to achieve the full implementation of the Convention and the Paris Agreement.

The Technology subdivision consists of two units: (1) Technology Policy and Strategy and (2) Technology Support and Implementation. This position is situated in the Technology Support and Implementation unit. Under the general guidance of the Director (D1), MOI, and the direct supervision of the Manager (P-5), Technology, the incumbent is responsible for leading the Technology Support and Implementation unit.

What you will be doing

In this capacity, the Programme Management Officer is responsible for providing strategic advice to ensure the implementation of an effective, coherent and integrated Technology Mechanism established under the Cancun Agreements and further defined by the Durban Outcomes in support of the enhanced cooperative action on technology development and transfer and the overall objective of the Convention, as well as to serve the Paris Agreement in accordance with Article 10 of the Paris Agreement. You will furthermore support the intergovernmental work and negotiations under different bodies to the UNFCCC on matters related to development and transfer of technologies, taking into account guidance from Parties.



Key results/accountabilities are:

Support to the intergovernmental process on development and transfer of technologies
Support for the coherent and effective implementation of the Technology Mechanism
Enhanced collaboration and engagement with relevant stakeholders
Lead the Technology Support and Implementation unit.

Your responsibilities

Particular activities of your role will include the following:

1. Taking a leading role in supporting the intergovernmental process related to development and transfer of technologies:

- a. Provides strategic advice and substantive support to the intergovernmental process on issues related to the development and transfer of technologies under the Conference of the Parties, Meeting of the Parties and the subsidiary bodies through preparing strategy papers, background documents, annotations, briefing notes for the Chairs and Co-Chairs of the technology negotiating groups under different bodies, as well as providing timely inputs and support to the contact group meetings and informal consultations;
- b. Drafts background documents, technical papers and documents for consideration by Parties, in particular on issues related to technology support and implementation to enhance action on technology development and transfer, so as to support action on mitigation and adaptation, as mandated by the COP, the CMA and the subsidiary bodies;
- c. Coordinates and provides substantive support to the planning and organization of intersessional workshops and expert meetings on issues related to technology development and transfer as mandated by Parties, and as requested by the Presiding Officers of relevant bodies.

2. Taking a leading role in coordinating with the CTCN to ensure the coherent and effective implementation of the Technology Mechanism:

- a. Coordinates and provides substantive support to ensure the full and effective operation of the Climate Technology Centre and Network (CTCN) by liaising with the host of the Climate Technology Centre (CTC) and the advisory board of the CTCN to facilitate information exchange on progress of work and activities of the CTC host and its Network; performs any other follow-up actions required by the secretariat to support the work and activities of the CTCN as mandated by the COP, the CMA and its relevant subsidiary bodies;
- b. Provides substantive support to the Technology Executive Committee (TEC) in implementing its functions and work plan, in particular in providing overviews of technology needs, promoting and facilitating collaboration on the development and transfer of technologies between the TEC and CTCN and relevant stakeholders through the organization of thematic dialogues, and deliberating on ways to enhance the enabling environments for and address barriers to technology transfer;
- c. Coordinates preparatory work and support (planning, organization and substantive services) for conducting periodic independent reviews of the effective implementation of the CTCN,



including by preparing recommendations for enhancing the performance of the CTCN for consideration by the Conference of the Parties and renewal of the MOU between the COP and the CTC host.

3. Enhance collaboration and engagement with relevant stakeholders :

- a. Liaises with partners, interested groups, and with management in the secretariat in the planning and implementation of activities related to development and transfer of technologies; fosters collaboration and partnership with relevant constituted bodies and processes within and outside the Convention, and other relevant entities on their relevant work and activities; contributes to cross division collaboration on other work related to Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs), the Registry and measurement, reporting and verification (MRV) ;
- b. Leads the mobilization of support for the work undertaken by the TEC and the secretariat through the engagement of stakeholders at the international, regional and national levels by establishing institutional interfaces and communication channels at different levels, including by organizing workshops and roundtables, and launching and compiling calls for public inputs;
- c. Leads the preparation of synthesis reports regarding information on technology development and transfer related matters submitted by Parties, such as reports on technology needs assessments by developing country Parties, national communications and biennial reports of Parties included in the Annex I to the Convention.

4. Coordinates knowledge management and development, update and maintenance of the technology information platform within the technology transfer clearing house (TT:CLEAR):

- a. Takes the lead role in the management, operation and further development of the technology information platform within TT:CLEAR in support of the outreach activities and initiatives of the Technology Mechanism;
- b. Manages the TT:CLEAR by liaising with the ICT subdivision in updating and maintaining the system and databases;
- c. Coordinates the information, knowledge sharing and outreach activities of the Technology subdivision and the TEC through the publication of user-friendly promotional material.
- d. In partnership with the secretariat's Knowledge Management 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.

5. Provides technical leadership for the Technology Support and Implementation unit:

- a. Provides technical leadership with accountability for work plan development, delegation of responsibilities, coordination and monitoring, so as to ensure the attainment of the unit's work plan, goals and objectives;
- b. Manages the unit's human resources component with accountability for proposing specific work activities, conducting performance appraisals and fostering teamwork.

6. Performs any other job related activity required to achieve the goals and objectives of the unit, the Technology subdivision, the MOI and the secretariat: This includes representing the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.



Core competencies of your role:

Being Accountable: Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit’s key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit’s performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Managerial Competencies of your role:

Leading and Empowering Others: Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and gives staff autonomy in their areas of work, but remains accessible to staff at all levels, Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.

Your qualifications

Educational Background:

Required: Advanced university degree in environmental science, economics, engineering, development studies or a related discipline. A first-level university degree in combination with 2 years of additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least seven (7) years of progressive and professional experience in an international organization with sound drafting and analytical skills on technology



and policy related papers. Two years in an international environment is a requirement. Proven record of leading a team, a project or strategic workstream.

Language skills:

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

Specific professional knowledge and skills and Job-related skills:

Professional experience at the national and/or international level in climate change issues, technology development and transfer, development studies, research and analysis of public policy on climate change and technology development and transfer or related fields. Familiarity with policy formulation and interaction with various stakeholders including governments, international organizations, research institutions and private sector desirable. Experience in analyzing and preparing policy and strategy papers to promote cooperative action among relevant stakeholders on technology development and transfer and its related matters is an important asset. Knowledge of climate change issues and experience in international negotiations is highly desirable.

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\$ 75,602 to US\$ 83,826
(plus variable post adjustment, currently 23.6% 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.