



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

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Standard Setting Unit

VACANCY ANNOUNCEMENT NO:	VA 11/041/SDM
PUBLICATION/TRANSMISSION DATE:	16 May 2011
DEADLINE FOR APPLICATION	14 June 2011
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	CDM-2933-V530-P3-003
INDICATIVE ANNUAL SALARY:	US\$ 56,018 to 62,721 (without dependents) US\$ 60,013 to 67,300 (with dependents) (plus variable post adjustment, currently 63.8% of net salary) plus other UN benefits and pension fund
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 Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Standard Setting Unit is responsible for providing technical advice regarding setting of standards, including methodologies, methodological tools and accreditation standards.

Responsibilities

Under the general guidance of the Manager of the Standard Setting Unit and the direct supervision of the Programme Officer of the Methodologies unit, the incumbent provides technical and substantive support towards the implementation of the work programme on methodological issues under the CDM.

1. Provides substantive and procedural support on issues relating to methodologies for baselines and monitoring 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) Researching, analyzing and recommending to facilitate the decision-making of panels, committees and working groups;
 - (c) Being responsible for completeness of documentation submitted by project participants and designated operational entities to ensure that required procedures and criteria are fully met.
2. Assists towards the implementation of procedures relating to the consideration of methodologies under the CDM by:

/...

- (a) Making decisions within the implementation process on related procedures;
 - (b) Screening potential candidates (for panels, committees and working groups, and desk reviewers and consultants) in accordance with procedures defined by the Executive Board and internal administrative 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.
3. Provides substantive and procedural support to the intergovernmental process (the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and subsidiaries bodies) relating to the CDM by:
 - (a) Preparing substantive inputs to mandated reports for consideration by Parties on the basis of a comprehensive analysis;
 - (b) Provide technical and substantive guidance relating to the CDM for use by the Chairs of the relevant bodies before and during sessions in order to facilitate negotiations.
 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. Undertakes other tasks as requested.

Requirements

- University degree in natural science, engineering, environmental economics, or a relevant discipline.
- At least five (5) years of relevant work experience of which two should have been in a international environment. Working experience in the area of project-based mechanisms, particularly in the area of specialization, is essential.
- Fluency in English. Working knowledge of French and/or 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

In order to apply for this vacancy please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the “apply” link next to the vacancy announcement.

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.**