



VACANCY ANNOUNCEMENT

Programme Officer, P-3
Transparency Division,
Info Hub, Data Systems and Tools Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
8 August 2021 23:59 hrs CET	VA 21/037/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 Information Hub, Data and Information Management unit of the Information Hub, Data Systems and Tools subdivision within the Transparency division.

The overall purpose of the **Information Hub, Data Systems and Tools** subdivision is to coordinate the submission/receipt process for official documents from developed and developing countries under the MRV system and the new ETF system. It will provide overall coordination of all IT-related activities for the entire division, including the maintenance and enhancement of all existing systems and tools, and the development of the new ETF. It will act as the information hub, centralizing transparency information collection and analysis across the secretariat, including policy briefs and will provide overall coordination of negotiations on data issues and supporting negotiations on MRV and ETF aspects. It will coordinate the management and analysis of GHG data reported by Parties facilitating delivery of data-related products and responses to data-related inquiries from various internal and external stakeholders. It will also manage the design and maintenance of reporting tools, a submission portal and data warehousing for transparency-related information.

What will you be doing

Reporting to the Team Lead of the Information Hub, Data and Information Management unit, you will be accountable for supporting the subdivision in achieving its goal of coordinating the submission/receipt process for official documents from developed and developing countries, as well as the preparation of mandated reports, online products and other tools used under the MRV system and the new ETF system.

Your responsibilities

1. Organizing and coordinating technical analyses of GHG data reported by Parties, you will:

- a. Conduct in-depth analyses of GHG data reported by Parties in their GHG inventory submissions, national communications, biennial reports and biennial updated reports identifying key reasons for trends in GHG emissions and removals, including relevant impacts



of economic growth, changes in population, and the effects of climate-related policies and measures;

- b. 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;
- c. Coordinate the preparation and publication of the documents in support of the review processes for GHG inventories and national communications/biennial reports, including liaising with other organizations on data-related issues;
- d. Organize and check responses to data-related inquiries from Parties, other organizations, media, academia and the general public, ensuring accuracy and quality of such responses;
- e. Contribute to the Compliance Committee's receipt of reports and other relevant information by meeting review schedules and deadlines established in coordination with Parties;

2. Supporting the development, maintenance and enhancement of IT systems and tools for MRV and ETF processes, you will:

- a. Provide substantive input and technical support in the maintenance and relevant changes to IT tools used in the reporting and submission process by Parties, such as the CRF Reporter and National Reports Submission Portal;
- b. Coordinate and manage the regular delivery of GHG data interface releases on the UNFCCC website, including the update of data for all Parties; defines requirements and oversees the design and implementation of new functional features requested by Parties in consultation with them;
- c. Support the centralization of transparency-related information collection and storage by contributing to the design, maintenance and relevant changes to the Transparency Data and Information Hub.

3. You will support the intergovernmental negotiation process by providing support to negotiations and implementation of MRV under the Convention and the Kyoto Protocol in accordance with the decisions adopted by Parties, as well as under the Paris Agreement, in particular with respect to data issues.

4. You will contribute to cross-cutting issues by providing 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. In the area of knowledge management, you will: In partnership with the secretariat's Communications and Knowledge subdivision programme, contribute to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to the UNFCCC's mandate, as well as processes, practices and lessons learned; provides technical support in line with internal business processes concerning the UNFCCC records management system.

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

Experience:

Required: At least five (5) years of progressively responsible professional experience in the areas of monitoring, analysis and reporting of greenhouse gas data, as well as management of IT systems and tools. At least two of the total five years should have been at the international level.

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 intergovernmental process, including multilateral climate negotiations and measurement, reporting and verification arrangements under the



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Convention. Familiarity with the enhanced transparency framework and other broader issues under the Parties Agreement is desirable.

Job-related skills: Demonstrated skill in analysing technical data and preparing technical and policy reports, in particular in relation to the trends and drivers of GHG emissions/removals. Demonstrated skill in the management of IT projects, in particular on reporting and submission tools, and data warehouse. Strong oral and written communication 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.
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.