



VACANCY ANNOUNCEMENT

Programme Officer, P-3
Mitigation, Data and Analysis (MDA) Programme
Mitigation and Transparency Support Sub-programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 June 2018 23:59 hrs CET	VA 18/016/MDA	As soon as possible	One and half 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 historic 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.

The Mitigation, Data and Analysis (MDA) programme supports the intergovernmental negotiations on matters relating to nationally determined contributions, national communications, greenhouse gas inventories, and policy instruments as well as on the transparency framework under the Paris Agreement. MDA is also responsible for the substantive support to the implementation of the current provisions under the Convention for the measurement, reporting and verification (MRV) of actions to address climate change.

Where will you be working

The Programme Officer post is located in the Mitigation and Transparency Support (MTS) sub-programme and reports directly to the Programme Officer P4, Training and Certification (TC) Unit. The MTS sub-programme consists of three units: (1) Mitigation and Transparency Implementation Support (MTIS), (2) Mitigation Impacts Analysis and Support (MIAS), and (3) Training and Certification (TC). The TC unit is accountable for the provision of technical support to developing country Parties in managing their greenhouse gas (GHG) emissions by preparing GHG emissions' mitigation estimates that are of highest quality and submitting those in their national communications and/or mitigation reports, and the provision of related support to the SBs and the COP in their consideration of issues relating to national reports by developing country Parties.

What will you be doing

You will be accountable for ensuring the quality of greenhouse gas inventories submitted by developing country Parties.

Expected key results:

- Support to developing country Parties in the management of their greenhouse gas emissions
- Support to the Consultative Group of Experts in its work related to national GHG inventories
- Support to the intergovernmental processes



You will have the following responsibilities:

1. Providing support to developing country Parties in the management of their GHG emissions, you will:
 - a. Provide substantive assistance in the development and implementation of training programmes for national GHG inventory management systems, including sustainable institutional arrangements and support in the use of the latest IPCC guidelines for national GHG inventories;
 - b. Contribute to the organization and implementation of voluntary peer reviews of national GHG inventories from developing country Parties, including national inventory reports and national inventory systems;
 - c. Provide substantive support to technical meetings and workshops organized by the secretariat, and prepare related reports;
 - d. Contribute to the organization of training workshops on national greenhouse gas inventories;
 - e. Support the design, operations and maintenance of information exchange and other inventory related tools; and
 - f. Collaborate with the IPCC, UNDP, UNEP, FAO and other relevant agencies on technical issues related to the management of greenhouse gas inventories by developing countries.

2. Supporting the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention in its work related to national GHG inventories, you will:
 - a. Provide substantive assistance in the development and implementation of the work of the CGE related to national GHG inventories, by monitoring and analysing programme development, and reviewing relevant documents and reports; identifying problems and issues to be addressed and proposing necessary actions, as and when required;
 - b. Participate in the planning of CGE meetings (two per year) and its regional or global workshops related to national GHG inventories, including the preparation of agendas and meeting and workshop reports; and
 - c. Provide substantive support to the meetings of the CGE and training workshops related to national GHG inventories conducted by the secretariat, including contributing to the preparation of various written outputs, e.g. background papers, analytical notes, reports of the meetings/workshops.

3. Supporting the intergovernmental processes, you will:
 - a. Ensure Parties are furnished with relevant information to support their decision-making by providing technical guidance to inter-governmental processes on analyses of policy issues related to national GHG inventories in the context of national reports from developing country Parties; and
 - b. Provide substantive support to the intergovernmental negotiations on national reports from developing country Parties by:
 - (1) Supporting consideration of agenda items under the SBs and the COP, and preparing official documents, annotations, briefing the chairs of the relevant negotiating bodies, as well as providing technical support in formulating proposals and conclusions, decisions and recommendations, including identifying problems and proposing corrective actions; and
 - (2) Preparing technical papers on specific analytical and methodological issues based on information contained in national reports from developing country Parties for consideration by SBs related to difficulties encountered in the use of the guidelines for the preparation of national reports from Parties not included in Annex I of the Convention.



4. You will provide technical support and inputs into the implementation of the work programme of the TC unit, including liaison with the national communication project coordinators, representing the secretariat in technical meetings, workshops and seminars, and making presentations where appropriate.

5. You will perform any other job related activity.

What are we looking for

Educational background

Required: Advanced university degree in environmental sciences, engineering, economics, development studies or a related discipline is required. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of an advanced degree.

Experience

Required: At least seven (5) years of progressively responsible professional experience on issues related to national GHG inventories climate change policies and national communications from Parties, at least two years of which should have been at the international level.

Language skills

Required: Fluency in English, both oral and written.

Desirable: Working knowledge of another official UN language.

Specific professional knowledge

Required: Solid knowledge of the UNFCCC intergovernmental process and of climate change mitigation issues, related UNFCCC guidelines for national communications and biennial update reports from non-Annex I Parties, and 2006 IPCC guidelines for national greenhouse gas inventories.

Desirable: Familiarity with the broader issues related to the Climate Change Convention, its Kyoto protocol and the Paris Agreement.

Job related skills

Required: Demonstrated skill in analysing technical data, developing technical reports and drafting of technical and policy papers related to national greenhouse gas inventories. Strong oral and written communications, including advocacy skills are required in order to effectively interact with a wide range of partners and stakeholders on technical as well as policy related issues.



What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, being accountable, working with teams, delivering results.

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. 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.
4. Indicative net annual salary and allowances:
US\$ 59,151 to US\$ 66,332
(plus variable post adjustment, currently 35.5% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>
