



VACANCY ANNOUNCEMENT

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME Non-Annex I Support (NAIS)

ANNOUNCEMENT NO:	VA 14/063/MDA
PUBLICATION/TRANSMISSION DATE:	15 August 2014
DEADLINE FOR APPLICATION:	13 September 2014
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FCA-2924-P4-014
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible
DUTY STATION:	Bonn, Germany

Background

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 Mitigation, Data and Analysis (MDA) programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments. MDA is also responsible for the substantive support of the international transaction log and registry systems under the Kyoto Protocol.

Responsibilities

The Programme Officer post is located in the non-Annex I Support (NAIS) sub-programme and reports directly to the NAIS Manager. The NAIS sub-programme consists of four units: (1) National Communications Support (NCS), (2) Nationally Appropriate Mitigation Actions (NAMA) & Registry, (3) International Consultation and Analysis (ICA) Unit and (4) Response Measures Unit (RMU). The Programme Officer serves as the ICA Unit team leader accountable for coordination and technical leadership in the launch and operation of the international consultation and analysis (ICA); coordination of the provision of support to non-Annex I Parties for preparing and submitting their biennial update reports (BURs), the training of nominated experts and the team of technical experts (TTE) to enhance the quality of technical analyses of BURs, and provision of support to the Subsidiary Body for Implementation (SBI) and the Conference of the Parties (COP) in their consideration of issues relating to ICA. S/He supervises subordinate Programme Officers/Associate Programme Officers and Programme Assistants, as well as performs the more complex, substantive work of the unit.

The key results expected are:

- Team management
- Leadership of the ICA processes
- Capacity building of national experts to prepare the BURs
- Capacity building of nominated experts eligible to serve on a TTE
- Support to the intergovernmental processes
- Representation

1. International Consultations and Analysis (ICA) Unit Team Leader:

- a. Provides technical leadership to the ICA unit with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives as well as those pertaining to capacity building activities to enhance BUR preparation and analysis; and
- b. Manages the ICA unit's human resource component with accountability for proposing specific work activities in accordance with evolving mandates, drafting job descriptions, drafting recruitment

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requests including interview questions and participation on panels, conducting performance appraisals of unit staff as first line supervisor, identifying training needs and counselling staff on performance issues as well as providing career development guidance. Fosters teamwork among staff in the unit and other units in the Programme and wider secretariat.

2. International Consultation and Analysis (ICA) of Biennial Update Reports (BURs):

- a. Leads the provision of administrative and substantive support to the team of technical experts (TTE);
- b. Organizes and provides guidance for the more complex technical analysis of BURs by the TTE in consultation with individual Parties;
- c. Monitors developments related to the preparation and submission of BURs and the conduct of ICA processes;
- d. Develops policy recommendations on the status of ICA negotiations and develops options and strategies to facilitate the intergovernmental process; and
- e. Follows-up with relevant intergovernmental organizations on technical issues related to guidelines for preparing BURs from non-Annex I Parties.

3. ICA/BUR Capacity building for non-Annex I countries' national focal points and technical experts:

- a. Ensures the provision of capacity building and other technical support to non-Annex I Parties in the fulfilment of reporting requirements under the Convention pertaining to the preparation and submission of BURs;
- b. Ensures that the ICA unit provides effective capacity building and technical guidance pertaining to ICA processes to teams of technical experts accountable for the technical analysis of BURs;
- c. Leads the development of training materials and technical tools, including software and summary report templates, for national and technical experts accountable for preparation (former) and technical analysis (latter) of BURs;
- d. Leads the development and organization of as well as presents capacity building activities for the team of technical experts who conduct non-Annex I BUR analyses and prepare summary reports that facilitate sharing of views by Parties; and
- e. Ensures the provision of effective support to the CGE pertaining to ICA processes, including drafting work plan components, supporting training workshops and meetings pertaining to BURs, reporting, semi-annually, on the composition of the team of technical experts and preparing relevant reports to the SBI.

4. Support to intergovernmental processes:

- a. Ensures Parties are furnished with relevant information to support their decision-making by providing authoritative guidance to intergovernmental processes on analyses of policy issues related to international consultations and analysis of BURs;
- b. Leads the provision of support to, and organizes the facilitative sharing of views by Parties;
- c. Oversees the preparation of relevant documents for consideration by the subsidiary bodies and the COP;
- d. Provides authoritative advice in support of the technical analysis of BURs and the facilitative sharing of views by Parties;
- e. Ensures information contained in the BURs from non-Annex I Parties are organized appropriately for users through the processing of submitted BURs; and
- f. Supports the development and update of modalities and guidelines for ICA and provides support to SBI in the conduct of ICA, including support to the TTE to conduct technical analysis BURs and preparation of technical and summary reports.

5. Representation: Represents ICA and the sub-Programme with counterparts in other UN organizations during consultations, providing advice and information on non-controversial issues, strengthening existing and building new partnerships. Communications with governmental and non-governmental officials include provision of authoritative procedural guidance and substantive technical support as well as soliciting/enhancing cooperation. The incumbent serves as lead officer in support of negotiations on non-Annex I countries' international consultations and analysis of BURs and as support officer for work of the CGE on non-Annex I Parties ICA processes pertaining to BURs.

6. Resource Mobilisation: Enhances the Secretariat's effectiveness in resource mobilisation efforts through representational activities as well as by providing substantive input to the Secretariat's central Resource Mobilisation activity.

7. Knowledge Management: 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.

8. Performs any other job related activity required to meet the overall MDA programme as well as secretariat-wide mandates, goals and objectives, including deputizing for the Manager as needed.

Essential Requirements

(Only candidates who meet the requirements stated below will be considered.)

Educational background: 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: At least seven (7) years of progressive professional experience, including on issues related to climate change, greenhouse gas inventory preparation and management, national mitigation actions and/or policies and their implementation. At least two (2) years of relevant experience in an international setting is a requirement.

Specific professional knowledge: Knowledge of the UNFCCC intergovernmental support process is essential as is knowledge on the enhanced reporting requirements for developing country Parties under the Convention. Expert knowledge in climate change mitigation assessments and analysis of the impacts of mitigation actions, and representation of technical programme/project activities and/or policies on climate change issues is required.

Job-related skills: Demonstrated skill in work plan development and delegation of responsibilities in a formal or informal team environment. Demonstrated skill in coordinating and/or leading the development of technical reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders is essential. Strong oral and written communications, including advocacy, skills are required in order to effectively interact with a wide range of partners, including stakeholders, other partners, SBs/COP Parties' representatives, etc. on technical issues.

Language requirements: Fluency in English, both oral and written, is required; working knowledge of another official UN language would be an asset.

Selection Process

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess 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 responsive to clients and partners, working with teams, managing performance and developing people, and exercising sound judgment/decision making.

To apply

Candidates, whose qualifications and experience match the requirements for this position, should use the on-line 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. Salary and Allowances: US\$ 67,611 to 74,787 (without dependents)
US\$ 72,605 to 80,502 (with dependents)
(plus variable post adjustment, currently 50% of net salary), plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>