



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

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Services and Management Support Unit

VACANCY ANNOUNCEMENT NO:	VA 10/062/SDM
PUBLICATION/TRANSMISSION DATE:	19 July 2010
DEADLINE FOR APPLICATION	17 August 2010
TITLE AND GRADE:	Associate Programme Officer, P-2 (Skills Development)
POST NUMBER:	CDM-2933-V520-P2-003
INDICATIVE ANNUAL SALARY:	US\$ 46,037 to 51,864 net (without dependents) US\$ 49,082 to 55,512 net (with dependents) (plus variable post adjustment, currently 36.5 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 is supporting 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 Services and Management Support (SMS) unit provides general oversight, administrative support and guidance to SDM.

Responsibilities

Under the general guidance of the Manager (SMS) and the direct supervision of the Team Lead of the Skills Development unit, the incumbent identifies skill gaps and oversee the skill development activities for staff of SDM, including induction of new staff and ongoing learning opportunities, establishing the objectives and content (based on needs assessment), selecting appropriate presenters and participants, and identifying the delivery mode. In particular the incumbent will:

1. Analyse, assess and identify skills gaps and needs and provide support in organising/designing of training modules, including objectives, scope, and content, delivery modalities and evaluation criteria on various areas for SDM staff.
2. Research on various capacity building training programmes available, analyse and prepare reports on training modules and external studies programme for SDM staff, ensuring conformity with UNFCCC training guidelines and in consideration of skills and career development objectives.

/...

3. Assist in the implementation and delivery of training SDM Staff ensuring content and style are consistent with SDM needs, standards, and expectations.
4. Provide substantive support for policy development related to capacity building and training activities for SDM staff and prepare various written reports with statistics, evaluations and suggestions on areas for improvement.
5. Support the implementation of the overall training activities including initiating administrative actions, preparing details of training delivery, arranging registration, venues, materials etc.
6. Performs other related duties.

Requirements

- First level university degree in the area of human resources management or development, psychology, public or business administration, or social studies.
- At least three (3) years of progressively responsible experience. One year in an international environment and project based mechanism experience an asset.
- Hands-on experience with learning programmes based on a variety of learning methods, career development, performance management and training, adult education, skills development.
- Commitment to promoting learning, knowledge-sharing and people development. Ability to communicate effectively orally and in writing. Good presentation and group facilitation skills. A high degree of tact, diplomacy and discretion. Good coaching skills.
- Fluency in English. Working knowledge of other UN languages is an asset.

Evaluation criteria

Professionalism:

Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgment in the work environment; the capacity to plan own work and manage conflicting priorities.

Commitment to Continuous Learning:

Willingness to keep abreast of new developments in the field of work.

Communication:

Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

Technological Awareness:

Ability to make effective use of required computer software and other equipment relevant to the post.

Teamwork:

Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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.**