



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

VACANCY ANNOUNCEMENT

FINANCIAL AND TECHNICAL SUPPORT (FTS) PROGRAMME

Technical Support for Developing Countries (TSDC) Sub-Programme

VACANCY ANNOUNCEMENT NO:	VA 09/057/FTS
PUBLICATION/TRANSMISSION DATE:	25 August 2009
DEADLINE FOR APPLICATION	23 September 2009
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FCA-2923-P3-004
INDICATIVE ANNUAL SALARY:	US\$ 53,629 to 60,046 net (without dependents) US\$ 57,453 to 64,429 net (with dependents) (plus variable post adjustment, currently 58% 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.

Fostering the integration of sustainable development and climate change priorities, the Financial and Technical Support (FTS) programme focuses on supporting the efforts undertaken by non-Annex I Parties. The Support to National Communications (SNC) unit is an integral part of the Technical Support for Developing Countries (TSDC) subprogramme and focuses on supporting preparation of national communications of non-Annex 1 parties including technical support in the preparation of national inventories of greenhouse gases not controlled by the Montreal Protocol.

Responsibilities

Under the direct supervision of the Programme Officer (Team Leader) of the Support to National Communications Unit (SNC), the incumbent provides relevant technical support for the preparation of national communications from non-Annex I Parties by preparing technical background papers on specific and analytical and methodological issues. The incumbent assists in the development and implementation of the work of the Consultative Group of Experts (CGE) on national communications from Parties not included in Annex I to the Convention (non-Annex I Parties). The incumbent also compiles and assesses information from various relevant sources, including national communications, as well as other national reports of non-Annex I Parties on needs for, and availability of, financial resources and technical support for the preparation of their national communication. In particular, the incumbent:

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1. Assists in the development and implementation of the work of the CGE, by monitoring and analyzing programme development and reviewing relevant documents and reports; identifying problems and issues to be addressed and proposing necessary actions as and when required; planning of its meetings (two per year), and its regional or global workshops, including the preparation of agendas and meetings and workshops reports.
2. Provides substantive support to the intergovernmental negotiations on national communications from non-Annex I Parties by supporting consideration of agenda items under the SBI and the COP, and preparing relevant 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 action.
3. Develops training materials and specific inputs for technical papers on the use of the guidelines for the preparation of national communications from non-Annex I Parties; plans meetings and workshops on national communications from non-Annex I Parties, by providing organizational and technical support to the work programme of the SNC unit, including in the area of Vulnerability and Adaptation (V&A) to climate change and cross-cutting issues, as well as the design, operation and maintenance of information exchange tools; follow-up with the IPCC and other relevant agency on technical issues related to guidelines for preparing national communications from non-Annex I Parties.
4. Prepares technical background papers on specific analytical and methodological issues based on information contained in national communications, and other relevant national reports from non-Annex I Parties, for consideration by SBI related to:
 - Difficulties encountered in the use of the guidelines contained in the annex to decision 17/CP.8 (Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention);
 - Technical problems in the preparation and reporting of V&A assessments and addressing cross cutting issues;
 - Difficulties in the use of the Intergovernmental Panel on Climate Change methodologies (IPCC) and other models pertaining to the technical assessments related to the national communications from non-Annex I Parties.
5. Gathers, selects and analyses information from various relevant sources on needs for and availability of financial resources and technical support for the preparation of the national communications of non-Annex I Parties.
6. Provides support and inputs into the implementation of the work programme of the SNC Unit, including liaison with the national communication project coordinators, representing the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.
7. Performs other related duties as required.

Requirements

- First level university degree in environmental science or engineering or a related discipline.
- At least five years of progressively responsible work experience. Experience in preparation of national communications and vulnerability and adaptation assessment will be an asset.
- Fluency in written and oral English. Working knowledge of at least one other UN language is desirable.

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.

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- **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

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