



TEMPORARY JOB OPENING

Programme Officer, P-3
Mitigation division,
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 September 2024 23:59 hrs CET	24/TJO28/M	As soon as possible	364 days with possibility of extension	Bonn, Germany

Publication date: 30 August 2024, Post number: 30517829, Funding: 40CDM

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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the **Mitigation division (MD)**, which supports Parties in facilitating, catalysing and cooperating in the implementation of ambitious climate action in line with global efforts to limit temperature increase. Parties will be supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

Within the Mitigation division, the **Constituted Bodies and Data Services subdivision** provides effective support on matters relating to the proper governance of the constituted bodies of the mechanisms, ensuring well-coordinated services to the bodies and their supporting panels. In addition to supporting the meetings of the Constituted Bodies, the subdivision also provides procedure development as well as data and quality assurance services related to mitigation commitments, contributions and cooperative achievement under all legal instruments. The subdivision additionally supports the negotiation process as related to Constituted Bodies, and to the Intergovernmental Support and Collective Progress subdivision.

Within the subdivision, the **Data Services Unit** manages, maintains, upgrades and develops data portals, information hubs, registries, tools and systems and provides data and analytics services, including analysis of internal and external data related to mitigation commitments, contributions and cooperative achievement under all legal instruments.

What you will be doing

Under the general guidance of the Manager, Constituted Bodies and Data Services (P-5), and the general supervision of the Team Lead, Data Services Unit (P-4), the incumbent serves as a member of the team responsible for accurate, timely and innovative business data collection, analysis, modelling, knowledge discovery, evaluation of risks and opportunities and presentation of such intelligence to underpin recommendations and guide subsequent fact-based decision making.



Your responsibilities

1. Supporting mechanisms development, implementation, and maintenance:

- a. Assist in the maintenance of the Clean Development Mechanism information system (CDM-IS) and the Paris Agreement Credit mechanism information system (PACM-IS) tools ensuring that all technical and functional requirements are met in accordance with the Article 6.4 Supervisory body decisions;
- b. Assist in the design and implementation data tools related to the different mechanisms ensuring that all technical and functional requirements are met in accordance with the Kyoto protocol and the Article 6.4 Supervisory body decisions;
- c. Collaborate closely with cross-functional teams, including software developers, data analysts, and subject matter experts, to contribute to the successful delivery of the MIS and the correct deliveries of CDM-IS;
- d. Provide technical and operational support to ensure that the CDM-IS and MIS tool integrates seamlessly with existing UNFCCC systems, adhering to best practices in system development.

2. Coordination of reporting systems:

- a. Act as the primary coordinator for internal reporting systems related to the CDM, PACM, and other mitigation reporting systems, ensuring that they are accurate, timely, and meet the informational needs of various stakeholders;
- b. Develop and maintain key reports, dashboards, and visualizations that offer insights into carbon market activities and CDM and MIS tool performance, ensuring data accuracy and relevance;
- c. Work with internal and external stakeholders to improve reporting processes, ensuring they are efficient and aligned with UN objectives.

3. Supporting data and AI product development:

- a. Collaborate with data scientists and AI specialists to contribute to integrating advanced analytics and machine learning capabilities into the mitigation and secretariat tool;
- b. Assist in developing internal data products ensuring alignment with UNFCCC strategic goals;
- c. Assist the development of the Mitigation and Secretariat data governance and compliance standards in all data-related initiatives, promoting best practices across teams;
- d. Use AI to develop different tools in order to evaluate the status of the different mandates received by the CDM-EB and other UNFCCC bodies.

4. Conducting data collection, gathering, capture, inspection, cleaning, transformation, aggregation and database management:

- a. Organise, design, plan and carry out the collection, evaluation, analysis, compilation and presentation of statistical data and information by selecting methods of data collection, selecting and implementing methods for checking collected data, and selecting and implementing appropriate methods for data-mining;
- b. Interpret, apply and adapt econometric and other statistical models to determine trends, patterns and relationships of statistical data contained in the Mitigation statistical databases;



- c. Conduct research on selected aspects of projects, operations, processes, and other carbon market related activities, etc.

5. Contributing to statistical exploratory, confirmatory and predictive data analyses, evaluation and modelling:

- a. Conduct analysis on the CDM in relation to the clearinghouse process and its consequences.
- b. Organise the development, implementation and management of the Mitigation statistical databases;
- c. Organise data capture initiatives to facilitate continual improvement, impacts, benefits and risks; identify problems and issues to be addressed and recommend corrective actions; organise relevant staff or consultants; identify and track follow-up actions including selecting and implementing methods for checking collected data and calculated indicators;
- d. Participate in the implementation of quality improvements and maintenance of data, meta-data and statistical classifications, including monitoring the evolution of established and new sources of relevant statistical data from within and outside of the secretariat, analysing the quality of data and recommend indicators;
- e. Organise stakeholder survey initiatives with the design of data collection tool; review, analyse, and interpret responses, identify problems/issues, and prepare preliminary conclusions;
- f. Provide data to support informed Mitigation Division decision-making; prepare various written outputs, e.g., draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc. including the maintenance of a portal of statistical content on project-based mechanisms and carbon markets;
- g. Organize and participate in expert meetings and conferences as a technical resource person.

6. Perform any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.

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.

Being Responsive to Clients and Partners: Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

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: Advance level university degree in information systems, data science, mathematics or statistics, economics, or a related discipline is required. A combination of a first level university degree plus additional two years of relevant working experience at the professional level may be accepted in lieu of an advanced degree.

Experience:

Required: A minimum of five (5) years of professional experience on issues related to statistics, computer science, carbon market mechanisms. Two years of relevant experience in an international setting is desirable.
Proficiency in Python, Stata (or similar), and Qlik or Power BI is required.

Asset: Analysis of carbon markets, policies and issues related to project-based mechanisms and emissions trading systems is an advantage. Experience in project management for two or more years is an asset.

Language skills:

Required: Fluency in written and spoken English is required. Knowledge of other UN official language is desirable.

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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
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 monthly salary and allowances:
US\$ 5,343



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(plus variable post adjustment, currently 43.8% 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.
