United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Project and Entity Assessment (PEA)

VACANCY ANNOUNCEMENT NO:	**VA 13/052/SDM**
PUBLICATION/TRANSMISSION DATE:	**26 June 2013**
DEADLINE FOR APPLICATION	**25 July 2013**
TITLE AND GRADE:	**Programme Officer, P-4**
POST NUMBER:	**CDM-2933-V540-P4-002**
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 supports 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 Clean Development Mechanism (CDM) and Joint implementation (JI). The core responsibility of the Project and Entity Assessment unit is the provision of technical advice to the EB/JISC, and appropriate support bodies whether project activities and DoEs/AIEs comply with the applicable standards.

Responsibilities

Under the general guidance of the Director (D2), Sustainable Development Mechanisms (SDM), programme and the direct supervision of the Project and Entity Assessment (PEA) Manager (P5) of the Sustainable Development Mechanisms Programme, the incumbent participates in the implementation of the work programme of the PEA unit and leads a team of professionals involved in reviewing, analyzing and administering project related submissions for projects that seek to be registered under the Clean Development Mechanism (CDM) or Joint Implementation (JI), and projects in the process of verifying greenhouse gas emission reductions for which CDM certified emission reductions (CERs) and JI emission reduction units (ERUs) will ultimately be issued. The incumbent also participates in managing the accreditation and assessment work of operational entities. The incumbent together with other PEA team leaders is responsible for monitoring the project and entity assessment team's work to ensure that it is carried out appropriately and in a timely and impartial manner to meet the expectations of the CDM Executive Board, the Joint Implementation Supervisory Committee (JISC), governments, private sector clients and all actors involved in CDM and JI.

The key results expected are:

- Team Management
- Substantive and procedural support to CDM and JI project cycle activities
- Substantive and procedural support to the accreditation and assessment of operational and independent entities
- Support to the intergovernmental process (the COP, CMP, subsidiary bodies)
- Representation

1. Team Management:
   a. Provides technical leadership with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives in a timely manner in the areas of project and entity assessments; 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.
   b. Prepares substantive inputs to the work programme of the unit, determining priorities and options for the completion of outputs and their timely delivery;
   c. Manages staff competence and workloads related to project assessments/ desk review/ on site assessments
   d. Fosters teamwork among staff in the unit and other units in the Programme and wider secretariat;

2. Substantive and procedural support to CDM and JI project cycle activities:
   a. Ensures the accurate and timely assessment and processing of registration and issuance requests by the team;
   b. Provides technical guidance to team members on registration and issuance requests and facilitate the exchange of technical information amongst the team and the unit;
   c. Plans and coordinates comprehensive analyses and the development of policy recommendations with team members to facilitate decision-making by the CDM Executive Board, JISC, and their panels, committees and working groups;
   d. Interacts with verifiers of emissions reductions (operational and independent entities) and project participants on substantive and procedural matters;
   e. Researches, analyzes and recommends options to facilitate the decision making of CDM EB and JISC;
   f. Delivers technical presentations as required, to the Board and JISC;
   g. Ensures consistency and quality control on all substantive processes and outputs;
   h. Coordinates with other SDM units as appropriate to communicate the lessons learned and recommendations for the future improvement of relevant regulatory documents based on user experience.

3. Substantive and procedural support to the accreditation and assessment of operational Entities:
   a. Ensures the team implements and evaluates the performance of entities against relevant standards and procedures in an accurate and timely manner;
   b. Oversees and reviews the preparation of relevant written reports and recommendations for the consideration of the CDM and JI Accreditation Panel;
   c. Ensures the development and maintenance assessor competencies including the use of appropriate external experts for the assessment work;
   d. Coordinates training, workshops, seminars mentoring and monitoring in order to ensure that there is a continuing cadre of appropriately trained assessment resources to support the CDM and JI site assessment process.

4. Support to the intergovernmental process (the COP, CMP, subsidiary bodies):
   a. Prepares inputs to mandated reports for consideration by the respective bodies;
   b. Recommends options for the provision of guidance relating to the CDM and JI on technical and procedural matters for use of the relevant bodies as required;
   c. Responsible for the preparation of inputs for inclusion to the reports of the Board/JISC to the CMP.

5. Representation:
   Liaises with other UN and international bodies, Parties, IGOs and NGOs as well as the private sector on activities relating to Project and Entity Assessment.
   a. Represents the secretariat at conferences, workshops and seminars on all issues relating to this area of expertise and making technical presentation as appropriate;
   b. Recommends actions to the Manager to facilitate the cooperation with UN entities, Parties, IGOs, NGOs and stakeholders;
   c. Maintains working relationships amongst interested actors, as appropriate, in the area of Project and Entity Assessment with the aim of enhancing the understanding of CDM and JI, and the building of capacity in the areas relating to Project and Entity Assessment such as Registration of projects, Issuance of CERs/ERUs and all activities related with Accreditation/Assessment of Entities.

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

Education: Advanced university degree in international relations, engineering, environmental or natural science, business administration, economics or other related discipline. A combination of a university degree plus substantial professional experience in the field may be accepted in lieu of an advanced degree in the relevant discipline
Experience: A minimum of seven years of progressively responsible work experience in a public policy or environmental regulatory setting. Specific working experience in the area of project based mechanisms is a must. One year of experience working in an international environment would be an asset.
Specific professional knowledge and job-related skills: Up to date knowledge of project based mechanisms, regulatory systems and operations; Highly developed: Planning and organizational skills; analytical and problem-solving skills; Communication and collaboration skills;
Language requirements: Fluency in written and spoken English

Expected competencies

Professionalism: Familiarity with and experience in the use of various research methodologies and sources. Ability to plan, develop, implement, monitor and evaluate major projects. The capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges. Ability to provide sound technical advice to managers.
Commitment to Continuous Learning: Willingness to keep abreast of and promote new developments in the appropriate professional field.
Communication: Ability to act as an effective spokesperson internally and externally. The capacity to draft clear concise high quality reports or documents relating to area of professional expertise.
Technological Awareness: Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.
Teamwork: Ability to establish good interpersonal skills and to maintain effective working relations in a multi-cultural organization. Ability to gain the assistance and cooperation of others through the demonstration of leadership

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$ 67,483 to 74,645 (without dependents)**
   US$ 72,467 to 80,349 (with dependents)
   (plus variable post adjustment, currently 46.9% of net salary), plus other UN benefits as indicated in the link below:
   https://unfccc.int/secretariat/employment/conditions-of-employment.html