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## VACANCY ANNOUNCEMENT

### MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

#### Inventories and Data services (IDS)

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 14/019/MDA</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>24 February 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>25 March 2014</b>
<b>TITLE AND GRADE:</b>	<b>Programme Officer, P-3</b>
<b>POST NUMBER:</b>	<b>FCA-2924-P3-016</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>01 July 2014</b>

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#### 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 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 is located in the Greenhouse Gas (GHG) Inventory Unit of the Inventories and Data Services (IDS) sub-Programme concerned with GHG inventories from Annex I Parties as well as Annex I and non-Annex I data services. S/He reports to the GHG Inventories Unit team lead. The incumbent is primarily accountable for measurement, reporting and verification (MRV)-related work in the framework of the GHG inventory review process for Annex I Parties and also coordinates teams of experts conducting technical reviews of GHG inventories and relevant supplementary information from Annex I Parties. The key results expected are:

- Support to methodological and organizational changes in GHG reporting and review processes;
- Organization and conduct of GHG inventory reviews;
- Support of the intergovernmental negotiation process;
- Cross-cutting issues.

1. Support to methodological and organizational changes in the reporting and review processes for national GHG inventories from Annex I Parties:

- a. Supports the preparation and implementation of MRV-related changes in the reporting and review requirements for Annex I Parties, including those relating to reporting and review of inventory-related information in biennial reports (BR) from Annex I Parties;
- b. Contributes to the implementation of the revised UNFCCC guidelines for national GHG inventories of Annex I Parties, based on the application of the 2006 IPCC guidelines;

- c. Contributes to relevant changes in the IT tools used in the reporting and review process by Annex I Parties, such as the Compilation and Accounting Database (CAD), the CRF Reporter and the Virtual Team Room.
  - d. Supports the preparation of relevant analytical and data documents related to the International Assessment and Review (IAR) process, including during the consideration of IAR results at the sessions of the Subsidiary Body for Implementation (SBI).
  - e. Provides substantive support to the methodological and data work of the IPCC, IEA and other relevant organizations as necessary; ensures that UNFCCC feedback to task forces and working groups is provided; and
  - f. Participates in the annual meeting of lead reviewers, resulting in recommendations for improvements in the reporting and review process for annual GHG inventories from Annex I Parties.
2. Ensures the timely conduct of GHG inventory review process for Annex I Parties under the Convention and the Kyoto Protocol: Conducts GHG inventory reviews in accordance with guidance provided for this purpose by the COP, CMP and subsidiary bodies in their respective decisions and conclusions, ensuring that this guidance is fully taken into account by the experts while conducting reviews, and, if necessary, adapting this guidance to the specific national circumstances of the countries by coordinating the in-country, centralized and desk reviews of national greenhouse gas inventories from Annex I Parties under the Convention and the Kyoto Protocol.
- a. Prepares for and organizes teams of review experts to evaluate and/or verify information reported in the GHG inventory submissions and oversees the drafting of technical summary reports in collaboration with lead reviewers and review experts; is accountable for quality assurance/quality control of all reports and publications in area of assignment;
  - b. Provides advice to the team lead and sub-Programme Manager on experts nominated by Parties and intergovernmental organizations for inclusion on expert teams after evaluating their experience, competence and ability to perform the tasks required, taking into account geographic and gender balance;
  - c. Collaborates in keeping the Compilation and Accounting Database up-to-date, including changes in Parties' eligibility in accordance with decisions of the Compliance Committee contributing to CAD accurately reflecting results of the reporting and review process under the Kyoto Protocol;
  - d. Provides technical support in the development of analytical tools used in the inventory review process, such as tools for key category analysis, the outlier tool, the Locator, etc.;
  - e. Contributes to the Compliance Committee's receipt of timely review reports and other relevant information by meeting review schedules and deadlines established by Parties;
  - f. Contributes to the timely preparation and publication of mandated reports under the Convention and the Kyoto Protocol in support of inventory-related negotiations, including preparation and presentation to the relevant Subsidiary Bodies;
  - g. Provides guidance in supporting the COP, CMP and the subsidiary bodies (SBs) of the Convention and the Kyoto Protocol through analysis of policy and technical issues related to consideration of GHG inventories; and
  - h. Conducts the analyses of policy and technical issues and assists the team lead and manager in the provision of relevant advice to the Secretariat on issues related to the work of the Unit and sub-Programme.
3. Support of the intergovernmental negotiation process for enhancing the international climate change regime: Provides support to negotiations and implementation of inventory-related features of the enhanced implementation of the Convention in accordance with the Bali Action Plan, the Cancun Agreements and the Doha Climate Gateway, in particular with respect to the requirements for the measurement, reporting and verification (MRV) processes and in the related modalities and

procedures, through their identification and assistance to Parties in their negotiations on such guidelines, modalities and procedures.

4. 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.

5. Performs any job related activity required to meet the overall MDA programme as well as secretariat-wide mandates, goals and objectives, including contributing to the review of the inventory-related information in national communications and biennial reports from Annex I Parties.

### **Essential Requirements**

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

**Education:** First level university degree in environmental or energy sciences, economics, development studies or a related discipline is required. Advanced university degree in environmental science would be an advantage.

**Experience:** At least five (5) years progressively responsible professional experience at the national and/or international level in technical programme/project activities on climate change issues is required. At least one (1) years of the total 5 must include involvement in the reporting and review on mitigation issues pertaining to greenhouse gas emissions.

**Specific professional knowledge and job related skills:**

- Good knowledge of climate change mitigation issues in developed countries is essential as well as familiarity with the UNFCCC intergovernmental support process.
- Basic knowledge of the Climate Change Convention and its Kyoto Protocol is required.
- Knowledge of the IPCC guidelines for national greenhouse gas inventories is desired.
- Demonstrated skill in technical analysis, reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders is essential.
- Strong oral and written communications 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.

### **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\$ 56.198 to 62.922 (without dependents)  
US\$ 60.205 to 67.515 (with dependents)  
(Plus variable post adjustment, currently 52% of net salary)  
plus other UN benefits as indicated in the below link:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>