



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

VACANCY ANNOUNCEMENT
(3 posts in one vacancy announcement)

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Clean Development Mechanism (CDM)

- Methodologies Unit-

VACANCY ANNOUNCEMENT NO:	VA 10/002/SDM
PUBLICATION/TRANSMISSION DATE:	5 January 2010
DEADLINE FOR APPLICATION	3 February 2010
TITLE AND GRADE:	Associate Programme Officer, P-2
POST NUMBER:	CDM-2933-V505-P2-011
	CDM-2933-V505-P2-012
	CDM-2933-V505-P2-014
INDICATIVE NET ANNUAL SALARY:	US\$ 44,679 to 50,334 (without dependents)
	US\$ 47,634 to 53,874 (with dependents)
	(plus variable post adjustment, currently 61.9 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 Clean Development Mechanism (CDM) and Joint implementation (JI). The Methodologies Unit supports the CDM Executive Board in the process of approval of new, consolidated and revised methodologies.

Responsibilities

Under the direct supervision of the Programme Officer, and general guidance of the Team Leader of the Methodologies Team, the incumbent provides process management, technical and substantive support for the implementation of the work program on Clean Development Mechanism (CDM) methodological issues. In particular, the incumbent:

- a. Provides substantive, technical and procedural inputs on issues relating to methodologies for baselines and monitoring plans including:
 - Prepares draft agendas, speaking notes, draft recommendations, proposals, options and other documents so that these are available on time to the CDM Executive Board, panels, and working groups established by the CDM Executive Board in the area of specialization;

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- Researches, analyzes issues and recommends options to facilitate responses to public queries and the decision-making of the panels and working groups of the CDM Executive Board;
 - Carries out basic research on methodology issues including collecting, analyzing and presenting statistical data and other information gathered from diverse sources;
 - Provides substantive and procedural support for the methodology evaluation process including revisions, deviations, and clarifications.
- b. Assists in the implementation of procedures relating to the consideration of methodologies under the CDM including:
- Selects and processes potential candidates for the Methodologies panel, desk reviewers, and special study consultants in accordance with procedures defined by the Executive Board and internal administrative procedures;
 - Assists the Programme Officer in the consideration of methodological issues including completeness check, pre-assessment, draft recommendation, reformatting and final approval of methodologies;
 - Researches, analyzes and recommends efficient work processes/work flows;
 - Participates in field missions, including provision of substantive and administrative support, data collection, etc.;
 - Provides administrative and substantive support to meetings, workshops, conferences, etc., by proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, handling logistics, etc.;
 - Provides input to the maintenance of the CDM web interface and workflow improvements as per changes in the procedures.
- c. Assists in undertaking outreach activities including:
- Participates in awareness raising and capacity building exercises as required;
 - Participates in workshops, conferences and other relevant events and makes presentations on assigned topics/activities.
- d. Performs other related duties.

Requirements

- First level university degree (Bachelor or equivalent) in engineering, economics, environmental economics, environmental science or a related discipline.
- At least three (3) years of directly related experience. Two (2) years of relevant experience in an international work environment is an asset. Work experience in the area of project-based mechanisms and methodologies is an asset. Work experience in engineering and environmental science is an asset.
- 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.

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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.**