



TEMPORARY JOB OPENING

Programme Officer, P-3 (3 posts)
Mitigation Division,
Regulatory Framework Implementation Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
2 June 2024 23:59 hrs CET	24/TJO13/M	As soon as possible	364 days with possibility of extension	Bonn, Germany

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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, which supports Parties to facilitate, catalyze and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are 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.

This post is specifically in the **Assessment and Accreditation unit** of the **Regulatory Framework Implementation subdivision** (RFI), which team responsible for reviewing, analysing and administering project and programmes of activity (PoA) related submissions for mitigation activities that seek to be registered under the current and/or Article 6.4 mechanism, as well as mitigation activities and PoAs in the process of verifying greenhouse gas (GHG) emission reductions for which emission reductions units will ultimately be issued. The incumbent will also be involved in the team's work related to the (a) review, analysis and administration of entity related applications seeking accreditation under the current and/or Article 6.4 mechanism; and (b) development of new methodologies and related revision/clarification of approved methodologies.

What you will be doing

Under the general guidance of the Team Lead, Assessment unit (P-4), the incumbent serves as a member of the team responsible for reviewing, analysing and administering project and programmes of activity (PoA) related submissions for mitigation activities that seek to be registered under the current and/or Article 6.4 mechanism, as well as mitigation activities and PoAs in the process of verifying greenhouse gas (GHG) emission reductions for which emission reductions units will ultimately be issued. The incumbent will also be involved in the team's work related to the (a) review, analysis and administration of entity related applications seeking accreditation under the current and/or Article 6.4 mechanism; and (b) development of new methodologies and related revision/clarification of approved methodologies.



Key responsibilities include:

- Providing substantive technical and procedural support to the 6.4 and/or current mechanism activity cycle;
- Providing substantive technical and procedural support to the accreditation and assessment of operational entities;
- Providing substantive technical and procedural support to the development of new methodologies and related revision/clarification of approved methodologies;
- Representing the secretariat in meetings with other UN and international bodies, Parties, IGOs and NGOs, as well as the private sector.

Your responsibilities

More specifically, the incumbent's responsibilities include:

- 1. Providing substantive technical and procedural support to 6.4 mechanism activity cycle and other relevant mechanisms:**
 - a. Assesses and process registration and issuance requests for GHG mitigation activities, including post-registration changes and renewal requests;
 - b. Undertake comprehensive analyses and prepare draft policy recommendations for consideration by the Team Lead and Programme Officer to facilitate decision-making by the regulatory bodies (relevant mechanisms/Article 6.4 Mechanism Supervisory Body), and their panels, committees and working groups;
 - c. Provide clarifications to direct communication on issues raised at information and reporting checks and request for review and rejection by the regulatory bodies to the project participant/CME and designated operational entities, as required;
 - d. Deliver technical presentations as required, to the Regulatory Bodies, and their panels, committees and working groups;
 - e. Communicate with subdivisions within the Mitigation division on the recommendations for future improvement of relevant regulatory documents based on user experience.

- 2. Providing substantive technical and procedural support to the accreditation and assessment of operational entities:**
 - a. Assess the performance of entities against relevant standards and procedures in an accurate and timely manner;
 - b. Undertake the preparation of relevant written reports and recommendations for the consideration of the Accreditation Panel;
 - c. Respond to queries and communicate as appropriate with applicant and designated operational entities on matters relating to their accreditation processes and operations of the designated operational entities;
 - d. Research, analyze and present recommendations to facilitate the decision making of Accreditation Panel.

- 3. Liaising with other UN and international bodies, Parties, IGOs and NGOs, as well as the private sector on activities relating to mitigation activities assessment, entity assessment and development/revision/clarification of methodologies:**
 - a. Represent the secretariat, at conferences, workshops and seminars on all issues relating to this area of expertise and make technical presentation as appropriate;
 - b. Collaborate with interested actors (UN entities, Parties, IGO's, NGO's and stakeholders), in the area of GHG mitigation activities assessment, entity assessment and development of new methodologies



and related revision/clarification of approved methodologies to enhance the understanding of the Article 6.4 and/or current Mechanism, and the building of capacity in the areas relating to mitigation activities assessment and entity assessment such as registration of mitigation activities, issuance of emission reductions units, post-registration changes and renewal of mitigation activities, as well as all activities related with accreditation/assessment of entities and development of new methodologies and related revision/clarification of approved methodologies.

4. Perform any other job-related activity required to achieve the goals of the division and of the 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.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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.

Learning continuously and knowledge sharing: Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures and applies lessons learned to future activities; Engages colleagues or networks to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) degree in engineering, economics, environmental science, development or policy studies or a related discipline is required. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of five (5) years of progressively responsible experience in the area of climate change mitigation issues, GHG mitigation project based-mechanisms, regulation or technical/financial or entity assessments or stakeholder engagement, assessment and



analysis of impacts of mitigation policies and actions or related areas; providing substantive support to government or intergovernmental bodies, including constituted bodies thereof.

Language skills:

Required: Fluency in English is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and through experience in representation and catalyzing consensus among diverse partners. Knowledge of a second official UN language is desirable.

Specific professional knowledge and skills:

Knowledge of multilateral climate negotiations and the theories, concepts and approaches relevant to the area of work is essential. Knowledge of the UNFCCC intergovernmental process highly 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
(plus variable post adjustment, currently 41.2% 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.