



VACANCY ANNOUNCEMENT
(Two posts in one vacancy announcement)

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME
Review, Methods and Training (RMT)

ANNOUNCEMENT NO:	VA 13/083/MDA
PUBLICATION/TRANSMISSION DATE:	23 December 2013
DEADLINE FOR APPLICATION:	21 January 2014
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FCA-2924-P4-011 FCA-2924-P4-012
DURATION OF APPOINTMENT:	As soon as possible
DUTY STATION:	Bonn, Germany

Background

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 post is located in the National Communications/International Assessment and Review (NC/IAR) Unit of the Review, Methods and Training sub-Programme (RMT). RMT is concerned with Annex I (developed) countries mitigation activities including reporting in the national communications (NCs) and biennial reports (BRs), international assessment and review (IAR) for developed countries as part of the measurement, review and verification (MRV) system established under the UNFCCC, methodological and scientific issues of mitigation, training and certification and sectoral issues, such as land use change issues, reduced emissions from deforestation and forest degradation, agriculture and bunker fuels.

The Programme Officer is assigned the most complex developed country Parties for a majority of the time and independently organizes and oversees technical reviews and multilateral assessments of the submissions of the NCs and BRs of these countries, both falling within the independent assessment review (IAR) process. The incumbent also provides authoritative guidance both within and external to the Secretariat on matters related to the NCs, BRs and IAR. S/He reports directly to the RMT Manager and supports the manager in providing technical leadership and accountability for the sub-programme. The key results expected are:

- Team management & planning for & quality assessment/quality control (QA/QC) of the IAR;
- Co-ordination of technical reviews and overseeing multilateral assessments;
- Support to intergovernmental processes on MRV and on methodological, scientific and implementation aspects of mitigation;
- Support for co-ordination and co-operation within MDA and across the secretariat

- Representation and knowledge management.

Key activities/accountability

1. Assists the RMT manager in the management of the National Communications/International Assessment and Review (NC/IAR) unit and IAR planning:

- Assists the RMT manager in providing 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 the area of NC and BR and the IAR process for developed countries;
- In collaboration with the sub-programme manager, assists in the overall planning and co-ordination of the IAR process, including in: (i) the preparation of the schedule for all reviews in co-operation with the Parties concerned; (ii) identification of draft lists of review teams of experts and materials that underpin the review process; (iii) the implementation of the quality assessment/quality control (QA/QC) for the preparation of the IAR records comprising the review report, compilations of the questions and answers to the Party, observation by the Party and SBI summary report, and the SBI conclusions on the IAR process to be put forward to the COP; and
- Assists the RMT manager in managing assigned human resource component within the NC/IAR unit with accountability for proposing specific work activities in accordance with evolving mandates, drafting job descriptions, drafting recruitment requests including interview questions and participation on panels; fosters teamwork among staff in the unit and other units in the sub-programme, the MDA programme and wider secretariat.

2. Organizes the IAR process, including technical reviews and multilateral assessments for complex national communications (NC) and biennial reports from developed country Parties, to enhance the timely and accurate reporting, review, assessment and monitoring of implementation of the Convention, Kyoto Protocol and subsequent agreements and decisions of the governing bodies:

- Coordinates the IAR for several complex national communications and biennial reports from developed country Parties on national climate strategies relating to commitments of Parties under the Convention, the Kyoto Protocol (KP) and any subsequent agreements and decisions by governing bodies:
 - Recommends and assists in the selection of experts for review teams; facilitates the work of lead reviewers and ensures that the procedural guidance is fully taken into account by the expert team while conducting technical reviews and by the SBI working group Chair and presiding officers when conducting the multilateral assessment;
 - Organises the provision of input to the development of training materials for technical experts and technical tools, including software and templates for summary reports;
 - Prepares for and organizes country visits, centralized and desk reviews. Adapts guidance provided by the COP, CMP and subsidiary bodies in the respective decisions and conclusion to the specific national circumstances of the most complex countries;
 - Supports the facilitative sharing of views by Parties during the multilateral assessment under the Subsidiary Body for Implementation (SBI) working group for several complex national communications and biennial reports from developed countries.
- Ensures that effective support is provided for the reviews of submissions by Annex I Parties by co-ordinating annual, biennial and national communications reviews of their submissions under the Convention and the KP; and
- Ensures that effective support is provided to SBs and COP/CMP on NC matters, including preparing complex, high quality analytical papers and materials relating to the technical reviews and multilateral assessment of the NCs and biennial reports; overseeing drafting of technical reports on reviews and coordinating inputs of review experts; conducting policy analysis of national and international activities in the climate change area and the preparation of related reports.

3. Ensures timely, substantive support to the intergovernmental processes at the Ad hoc group on Durban Platform (ADP) and other Subsidiary Bodies (SBs) under the Convention on matters related to Measurement, Review and Verification (MRV) and methodological, scientific and implementation aspects of mitigation, including emission reduction targets in assigned countries:

- a. Provides authoritative guidance to intergovernmental processes on matters related to MRV of developed country Parties ensuring ADP, SBs and COPs are furnished with relevant guidance and information to effectively conduct negotiations;
- b. Leads the organization of workshops and prepares documents and analyses on MRV and on methodological, scientific and implementation aspects of mitigation, including emission reduction targets in assigned countries for consideration by the AWGs, subsidiary bodies and the COP ensuring they are of high quality to support the negotiations and to achieve the desired outcomes;
- c. Furnishes ADP, SBs and COPs with timely and relevant authoritative guidance and information on matters relating to climate policies and mitigation targets for developed countries to enhance the effective conduct of negotiations;
- d. Supports the facilitative sharing of views by Parties during the multilateral assessment under the Subsidiary Body for Implementation (SBI) working group for several complex national communications and biennial reports from developed countries;
- e. Facilitates coordination and co-operation across the MDA programme as well as with other programmes on related policy issues and actions; and promotes recommendations and exchange of ideas across the secretariat;
- f. Ensures substantive cross sub-programme exchange of ideas and experiences;
- g. Provides support to the IDS/GHG inventory review process for Annex I Parties under the Convention and the Kyoto Protocol during periods of high volume.

4. Representation and knowledge management:

- a. Represents the Secretariat with officials of national Governments and Diplomatic Missions to Berlin and Bonn to provide advice, guidance and information on issues relating to their needs or positions relating to climate change. The latter representation will primarily concern the most complex countries in relation to climate change activities;
- b. Provides authoritative policy guidance in supporting the meetings of the subsidiary bodies, the Conference of Parties (COP) and the COP/Meeting of the Parties to the Kyoto Protocol (CMP) and represents the sub-Programme in meetings and workshops;
- c. Liaises with Parties and intergovernmental organizations to ensure that the MRV system contributes to maximizing an enhanced action on mitigation by both developed and developing countries, building on the lessons learned and best practices in multilateral review processes; and
- d. Serves as lead officer in support of negotiations in relation to National Communications and biennial reports of developed country Parties and the IAR.

5. Resource Mobilisation: Enhances the Secretariat's effectiveness in resource mobilisation efforts through representational activities as well as by providing substantive input to the Secretariat's central Resource Mobilisation activity.

6. Knowledge Management: In partnership with the Secretariat's Knowledge Management service, 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.

7. Performs any other job related activity required to meet sub-Programme, overall MDA programme as well as secretariat-wide mandates, goals and objectives, including providing support to the NAI Support sub-Programme's mitigation work as required.

Essential Requirements

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

Educational background: Advanced university degree in environmental sciences, economics, development studies or a related discipline is required.

Experience: At least seven (7) years progressively responsible professional experience at the international level in the monitoring, analysis, reporting and representation of technical programme activities on climate change issues is required. At least two (2) years of the total 7 must include work on climate change mitigation issues pertaining mostly to developed but also to developing countries. Proven experience of at least three (3) years in project/team management will be an asset.

Specific professional knowledge: Excellent knowledge of the UNFCCC intergovernmental support process and related negotiations is essential as is knowledge of climate change mitigation policy with a specific focus in developed countries. Good knowledge of the Climate Change Convention and its Kyoto Protocol, in particular the reporting and review systems is required. Familiarity with policy formulation and interaction with various stakeholders including governments, international organizations, research institutions and private sector is highly desirable. Experience in analysing and preparing policy and strategy papers to promote cooperative action is an asset.

Job-related skills: Demonstrated skill in coordinating and/or leading the development of technical reporting and drafting of technical and policy papers, and organising meetings to promote cooperative action among relevant stakeholders is essential. Strong oral and written communications, including advocacy, skills are required in order to effectively interact with a wide range of partners, including SBs/COP Parties' representatives, stakeholders, other partners, 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.

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 analyzing 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 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 ability 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 57.0% of net salary), plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>