United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Quality and Project Management (QPM) Unit

VACANCY ANNOUNCEMENT NO:	**VA 13/056/SDM**
PUBLICATION/TRANSMISSION DATE:	**22 July 2013**
DEADLINE FOR APPLICATION	**20 August 2013**
TITLE AND GRADE:	**Associate Programme Officer, P-2 (Statistician)**
POST NUMBER:	**CDM-2933-V590-P2-003**
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 Quality and Project Management Unit (QPM) is responsible for providing Quality, Project, Data, and IT relationship management support to SDM. Key functions of the unit include: Implementing processes and tools to support SDM in meeting quality objectives in its products, processes, and services; providing tools and processes to support the effective implementation of projects in SDM; ensuring that SDM IT related needs are identified and translated into products for delivery by the ITS programme; and collecting, analysing, and interpreting data to support decision-making.

Responsibilities

The Associate Programme Officer post is located in the Data Analysis and Intelligence Team (DAI) of the Quality and Process Management Unit (QPM) of the Sustainable Development Mechanism (SDM) Programme. The Team is accountable for accurate, timely and innovative business data collection, analysis, modelling, knowledge discovery, evaluation of risks and opportunities and presentation of such intelligence to underpin recommendations and guide subsequent fact based decision making. The subject of investigation include market based approaches (incl. CDM, JI, ET) to mitigate climate change and drive sustainable development, supporting management and regulatory body, quality management, process/organisational improvement, strategy and policy setting and communication to stakeholders.

The key results expected are:

- Performing data collection, analysis and modelling;
- Provision of technical input and recommendations.

1. Performing data collection, analysis and modelling.
   a. Contributes in various stages of data collection methods, design and analysis; provides guidance in selection methods of data collection to contribute in implementing appropriate methods for data mining;
   b. Interprets, applies and as necessary, adapts econometric and other statistical models to

determine trends, patterns and relationships of statistical data collected as contained in the SDM statistical databases;

c. Carries out in-depth research on selected aspects of projects, operations, processes and other carbon market related data, including costs and revenues;
d. Provides the development, implementation and management of statistical databases necessary for the provision of intelligence and business information (BI) for SDM.

2. Provision of technical input and recommendations.
   a. Collaborates in data capture initiatives and implementation of a continual improvement; monitors internal and external evolution of relevant statistical data; and recommends indicators;
   b. Provides support in the implementation of quality improvements and maintenance of data, meta-data and statistical classifications including select and implement methods for checking collected data and calculated indicators; identifies problems and issues to be addressed and recommends corrective actions; identifies and tracks follow-up actions;
   c. Participates in stakeholder survey initiatives; designs data collection tools, review, analyse and interprets responses; identifies problems/issues and prepares preliminary conclusions;
   d. Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc., including the maintenance of a portal of statistical content on project-based mechanisms and carbon markets;
   e. Organizing or participating in various meetings, workshops or seminars.

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

Education: First level university degree in statistics, mathematics, computer sciences, economics, environmental sciences or other related specialized degrees.
Experience: A minimum of three years of progressively responsible work experience in statistical analysis, databases and data mining or econometric analysis. Experience in carbon markets, policies and issues related to project-based mechanisms and emissions trading systems is an advantage. One year in an international environment would be an asset.
Specific professional knowledge and job related skills: Up to date knowledge of statistics, databases, data mining or econometrics.
Job-related skills: Well-developed statistical programming and analysis, database design and data mining, analytical, research and reporting skills. Experience with Stata or R and Microsoft Access software packages is an advantage.
Language requirements: Fluency in written and spoken English.

Expected competencies

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.
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, 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: USD 46,730 to 52,645 net (without dependents)
   USD 49,821 to 56,347 net (with dependants)
   (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