



VACANCY ANNOUNCEMENT

REPORTING, DATA AND ANALYSIS (RDA) PROGRAMME

Review and Analysis Sub-programme

VACANCY ANNOUNCEMENT NO:	VA 10/057/RDA
PUBLICATION/TRANSMISSION DATE:	7 July 2010
DEADLINE FOR APPLICATION	5 August 2010
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FCA-2922-P4-007
INDICATIVE ANNUAL SALARY:	US\$ 66,482 to 73,539 net (without dependents) US\$ 71,393 to 79,158 net (with dependents) (plus variable post adjustment, currently 36.5 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 RDA programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts, registry systems and policy instruments.

Responsibilities

The Programme Officer leads in-depth reviews of national communications from Annex I Parties and reviews of greenhouse gas (GHG) inventories, including preparations for and organization of country visits, centralized and desk reviews; recommends and assists in the selection of experts for inclusion in review teams; facilitates the work of lead reviewers; oversees drafting technical reports on reviews and coordinates inputs of review experts; leads policy analysis of national and international activities in the climate change area and the preparation of related reports; leads the preparation of various documents related to assessment of implementation of the Convention and the Kyoto Protocol by Annex I and non-Annex I Parties; assesses and makes recommendations relating to the conduct of reviews. The incumbent provides authoritative guidance in supporting the meetings of the subsidiary bodies, the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP). S/he represents the sub-programme in meetings and workshops.

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Particular duties include:

1. Leading reviews in accordance with guidance provided for this purpose by the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (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 reviewed by:
 - Coordinating the in-depth review (IDR) of several national communications from Annex I Parties on national climate strategies relating to commitments of Parties under the Convention and the Kyoto Protocol;
 - Coordinating the review (in-country, centralized and desk) of several national greenhouse gas (GHG) inventories from Annex I Parties under the Convention and the Kyoto Protocol.
2. Providing authoritative guidance in supporting the COP, CMP and the subsidiary bodies of the Convention and the Kyoto Protocol, through analysis of policy issues related to consideration of national communications and GHG inventories; co-coordinating the work related to the review of the GHG emission inventories, national communications; leading the analyses of policy instruments related to combating climate change, including emissions trading; and assisting the Manager in the provision of relevant advice to the secretariat on issues related to the work of the sub-programme. Representing the sub-programme at international and regional meetings and workshops.
3. Preparing for and organizing teams of review experts to evaluate and/or verify information reported in the national communications and inventory submissions and overseeing drafting of technical summary reports in collaboration with lead reviewers and review experts.
4. Advising the Manager of the sub-programme on names of experts nominated by Parties and intergovernmental organizations for inclusion in expert teams, after evaluating their experience, competence and ability to perform the tasks required, taking into account geographic and gender balance.
5. Performing other duties as required.

Requirements

- Advanced university degree in Economics, Environmental Sciences, Natural Sciences, Political Sciences, Engineering, or a related discipline. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree
- At least seven (7) years of progressively responsible professional experience, including on issues related to climate change and negotiations in an international context, of which two years should have been in an international environment.
- Fully proficient computer skills and the use of relevant software and other applications.
- Fluency in written and oral English and working knowledge of at least one other UN language.

Evaluation criteria

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 analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges.
- Ability to provide sound technical advice to senior managers.

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Commitment to Continuous Learning:

- Willingness to keep abreast of and promote 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:

- Good interpersonal skills and ability to establish and 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

In order to apply for this vacancy please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the “apply” link next to the vacancy announcement.

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.**