



VACANCY ANNOUNCEMENT

Programme Management Officer, P-4
Mitigation Division,
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 June 2024 23:59 hrs CET	VA 24/030/M	As soon as possible	One year and six months 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.

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.

Where you will be working

Within the Mitigation division, the **Constituted Bodies and Data Services (CBSU)** subdivision provides effective support on matters relating to the proper governance of the constituted bodies of the market mechanisms, ensuring well-coordinated services to the bodies and their supporting panels.

Under the supervision of the Manager, Constituted Bodies and Data Services, the Programme Management Officer leads the **Mitigation Data Systems unit**, which is a team responsible for managing, upgrading and developing data portals, information hubs, registries, tools and systems, and provides data and analytics services, including analysis of internal and external data related to mitigation. The team is furthermore responsible for accurate, timely and innovative business data collection, analysis, modelling, evaluation of risks and opportunities and presentation related to the Article 6.4 mechanism and the Clean Development Mechanism.

The key results expected include:

- Overseeing the development, implementation and maintenance of the Mitigation Information System related to the Article 6.4 mechanism;
- Overseeing the generation of data to support strategic, operational, and regulatory insights as it relates to carbon markets through various methods such as statistical, exploratory, confirmatory and predictive data analyses, evaluation and modelling;
- Managing and coordinating the Mitigation Division's data through its collection and



maintenance (e.g., gathering, capturing, inspection, cleaning, transformation, aggregation) and database management;

- Providing timely and efficient data to support informed decision-making.

Your main responsibilities:

1. Overseeing the development, implementation and maintenance of the Mitigation Information System related to the Article 6.4 mechanism:

- a. Manage the design, development, implementation, monitoring, evaluation, and reporting of all projects and activities across all areas of work, regardless of funding source; ensure operational synergies, inter-linkages, and interdependencies while addressing substantive issues, liaising with various teams, beyond data-gathering/maintenance and supporting projects;
- b. Lead the development and implementation of resources, as well as their mobilization through respective fund allocation/raising initiatives for the unit; advise, identify and prepare funding proposals to support projects; monitor funding policies, trends and funding mechanisms while identifying, developing and managing existing funding;
- c. Coordinate portfolio management for all programmed projects and activities related to the Mitigation Information System to ensure delivery of work and maximum impact; consult with substantive teams within the division, leading workstreams on project design and best implementation practices for the respective counterparts in the secretariat.

2. Coordinating data collection, gathering, capture, inspection, cleaning, transformation, aggregation and database management associated with the Mitigation Information Systems:

- a. Oversee the organization, design, planning and carrying out of the collection, evaluation, analysis, maintenance, compilation and presentation of statistical data and information; ensure team selects appropriate methods of data collection, selecting and implementing methods for checking collected data and selecting and implementing appropriate methods for data-mining;
- b. Ensure accurate interpretation, application and adaptation of econometric and other statistical models to determine trends, patterns, and relationships of statistical data contained in the Mitigation Information Systems and statistical databases;
- c. Oversee research on selected aspects of projects, operations, processes and other carbon market related activities, etc.

3. Coordinating statistical, exploratory, confirmatory and predictive data analyses, evaluation and modelling:

- a. Ensure appropriate organization of the development, implementation and management of the Mitigation statistical databases;
- b. Oversee the organization of data capture initiatives to facilitate continual improvement, impacts, benefits and risks; generation of data to support strategic, operational, and regulatory insights as it relates to carbon markets;
- c. Ensure timely identification of problems and issues to be addressed and authorise recommended corrective actions for efficient data to support informed decision-making;



- d. Manage relevant staffing requirements, coordinating identified resources and the tracking and follow-up of actions; approve selection and implementation methods for checking collected data and calculated indicators.
- 4. Managing the implementation of quality improvements and maintenance of data, meta-data and statistical classifications:**
 - a. Oversee monitoring of the evolution of established and new sources of relevant statistical data from within and outside of the secretariat; ensure analysis by respective team members of the quality of data and recommend indicators;
 - b. Lead the organization of stakeholder survey initiatives, ensuring the design of data collection tool/s, reviews, analyses and interpretation of responses, as well as the identification of problems/issues and preparation of preliminary conclusions.
 - 5. Responsible for the provision of data and related insights to support informed decision-making:**
 - a. Ensure the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc. including maintaining a portal of statistical content on project-based mechanisms and carbon markets;
 - b. Oversee the organization of and participation of respective team staff in expert meetings and conferences as relevant technical resource personnel.
 - 6. Perform any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.**

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.



Managerial Competencies:

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions and analyses the different options and alternatives before reaching a sound conclusion.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in data science, computer science, information management, statistics, public administration, public information, management, data integration, modeling, optimization, or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least seven (7) years of progressively responsible experience in statistics, data science, data analytics, management and innovation, applied mathematics, computer science, information management, project management or related area. Two years of relevant work experience in an international setting would be an asset.

Language skills:

Required: Fluency in English (both oral and written) is required. Knowledge of another UN official language is an asset.

Specific professional knowledge and skills:

Knowledge of carbon markets, policies and issues related to project-based mechanisms, emissions trading systems and national GHG inventories is an advantage.

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.



Page 5

2. 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.
3. Indicative net monthly salary and allowance:
US\$ 77,326
(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.