



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
Transparency Division,  
MRV/ETF Support Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 March 2023 23:59 hrs CET	VA 23/009/T	As soon as possible	2 years 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 Transparency division which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture and Land Use, Land-Use Change and Forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis.

The post of Programme Officer is located in the Training & Certification unit of the MRV/ETF Support subdivision. Reporting directly to the Team Lead (P-4) of the unit, the Programme Officer is accountable for supporting the subdivision in achieving its goals, the overall purpose of which is to support provision of technical support and assistance to developing countries on MRV and ETF issues. It will provide overall coordination of the development and delivery of all training and certification programmes, coordination of the CGE workplan and activities and the coordination of negotiations on CGE related aspects, including developing countries MRV/ETF related issues and training aspects. It will support the preparation and reporting of NDCs, NAMAs, LT-LEDs and response measures in the context of ETF. Additionally, it will coordinate the peer-review activities of GHG inventories in developing countries for establishing sustainable GHG inventory management systems.

### **What you will be doing**

You will be accountable for providing substantive input to the training and certification of experts that support MRV under the Convention and the Kyoto Protocol, as well as ETF, including developing new training materials, revising existing training materials, organising training seminars, presenting components of the training, testing, and certification. In addition, the Programme Officer will conduct analyses and contribute to reports and presentations on the results of the implementation of the training programmes.



The MRV/ETF Support Sub-division. consists of three units:

1. **Training & Certification Unit**
2. **CGE/ETF Support Unit**
3. **GHG Inventory Support Unit**

### **Your responsibilities**

Specifically, the Programme Officer is responsible for:

#### **1. Development and Implementation of Expert Training and Certification programmes:**

- a. Collaborates across the unit to plan and organize training for experts, including online and in-person webinars, workshops and seminars to ensure that experts are well-trained and able to fulfil their responsibilities during reviews and technical analysis of reports in a consistent and coherent way across Parties; and the procedural guidance is fully taken into account by expert review teams while conducting reviews and technical analyses.
- b. Contributes to the routine maintenance/update of training courses to meet the needs of the evolving review processes;
- c. Contributes to the development new courses and training programmes, additional training materials and technical tools, including interactive software for on-line courses based to meet the needs of the evolving and new review processes;
- d. Conducts analyses and prepares technical papers and other documents reporting on training implementation and performance indicators.

#### **2. Organization and coordination of reviews/ technical analyses of Party submissions:**

Coordinates reviews/technical analyses of BRs, BURs, NCs, GHG inventories and/or REDD+ activities in accordance with guidance provided for this purpose by the COP, CMP, CMA and subsidiary bodies (SBs) in their respective decisions and conclusions, ensuring that this guidance is fully taken into account by the experts while conducting reviews/technical analyses; if necessary, adapts this guidance to the specific national circumstances of the countries by coordinating in-country, centralized and/or desk reviews:

- a. Prepares for and organizes teams of experts to evaluate and/or verify information reported in submissions and oversees the drafting of reports in collaboration with lead reviewers and experts; is accountable for quality assurance/quality control of all reports and publications in area of assignment;
- b. Provides advice to the Team Lead and subdivision Manager on names of experts nominated by Parties and intergovernmental organizations for inclusion on expert teams after evaluating their experience, competence and ability to perform the tasks required, taking into account geographic and gender balance;
- c. Collaborates in keeping internal and external databases of Party-reported information updated;
- d. Provides technical support in the development of analytical tools used in the review/technical analyses processes such as tools for key category analysis, the outlier tool, and the Locator;
- e. Contributes to the Compliance Committee's receipt of timely review reports and other relevant information by meeting review schedules and deadlines established in coordination with Parties;



- f. Contributes to the timely preparation and publication of mandated reports under the Convention, the Kyoto Protocol and the Paris Agreement in support of reporting and review-related negotiations, including preparation and presentation to SBs;
- g. Provides guidance in supporting the COP, CMP, CMA and the SBs of the Convention, the Kyoto Protocol and Paris Agreement through analysis of policy and technical issues related to consideration of reporting and review activities under these bodies; and
- h. Conducts analyses of policy and technical issues and assists the Team Lead and subdivision Manager in providing relevant advice to the secretariat on issues related to the work of the unit and subdivision.

**3. Supporting analytical and methodological work relating to the preparation and conduct of reviews/technical analyses including implementation of technical and organizational changes in the reporting and review procedures:**

- a. Supports the preparation and implementation of changes in the reporting and review requirements for national submissions for Parties;
- b. Contributes to the implementation of the latest reporting and review guidelines for BRs, BURs, NCs, GHG inventories and/or REDD+ activities, including on the application of the 2006 IPCC guidelines;
- c. Contributes to relevant changes in IT tools used in the reporting and review process by Parties such as the CAD, the CRF Reporter and various analytical review and analysis tools;
- d. Provides substantive support to the methodological and data work of the Intergovernmental Panel on Climate Change (IPCC), the International Energy Agency (IEA) and other relevant organizations as necessary; ensures that UNFCCC feedback to task forces and working groups is provided; and
- e. Participates in the annual meeting of lead reviewers resulting in recommendations for improvements in the reporting and review process for Parties.

**4. Supporting the intergovernmental negotiation process:** Provides support to negotiations and implementation of MRV under the Convention and the Kyoto Protocol in accordance with the decisions adopted by Parties, as well as under the Paris Agreement, in particular with respect to the requirements for the MRV process changes and in the related modalities and procedures, through their identification and assistance to Parties in their negotiations on such requirements, modalities and procedures.

**5. Contribution on cross-cutting issues:** Provides substantive technical contributions to discussions of various cross-cutting issues relating to reporting and review-related activities and support for developing countries within the overall existing MRV framework for Parties, as well as in the transition to the ETF under the Paris Agreement.

**6. Knowledge Management:** In partnership with the secretariat's Communications and Knowledge subdivision programme, contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, practices and lessons learned.



7. **You** will perform any job-related activity required to meet the overall Transparency Division as well as secretariat-wide mandates, goals and objectives.

### **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.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### **Your qualifications**

#### **Educational Background:**

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

#### **Experience:**

**Required:** At least five (5) years of professional experience in the area of preparation and review of information included in national submissions (e.g. GHG inventories, BRs, BURs, NCs, and/or REDD+) under the Climate Change Convention, Kyoto Protocol or Paris Agreement, or comparable experience with the preparation and processing of technical information of similar complexity. Two (2) years of experience in an international setting is a requirement. Participation in UNFCCC reporting and/or review activities of national submissions is an asset. Experience with preparing technical reports on climate change issues is an asset. Experience designing and implementing online training programmes for experts on climate change issues is an asset.

#### **Language skills:**

**Required:** Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

#### **Specific professional knowledge and skills and Job-related skills**

**Specific professional knowledge:** Knowledge of the UNFCCC intergovernmental process, including reporting and review requirements under the Climate Change Convention and its Kyoto Protocol and



the Paris Agreement. Experience in design of e-learning materials, instructional design, use of learning management systems.

Job-related skills: Ability to coordinate technical work of multi-disciplinary experts in a team. Demonstrated skill in analyzing technical data, preparing technical reports, and drafting of technical and policy papers related to transparency in existing measurement, reporting and verification arrangements under the Convention and/or the ETF under the Paris Agreement. Ability to work with E-Learning software such as Articulate or Storyline.

### **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. 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 annual salary and allowances:  
US\$ 64,121 to US\$ 71,906  
(plus variable post adjustment, currently 27.7% 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.

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