



VACANCY ANNOUNCEMENT

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

Non-Annex I Support (NAIS)

ANNOUNCEMENT NO:	VA 14/058/MDA
PUBLICATION/TRANSMISSION DATE:	24 July 2014
DEADLINE FOR APPLICATION:	22 August 2014
TITLE AND GRADE:	Team Lead, P-4
POST NUMBER:	FRA-2924-V207-P4-001
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
EXPECTED DATE FOR ENTRY ON DUTY	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 Team Lead post is located in the NAIS sub-programme. The non-Annex I Support (NAIS) sub-programme consists of four units: (1) National Communications Support (NCS), (2) Nationally Appropriate Mitigation Actions (NAMA) & Registry, (3) International Consultation and Analysis (ICA) Unit and (4) Response Measures Unit (RMU). The incumbent serves as the RMU team leader and is accountable for coordination and technical leadership in the area of support to Parties as they strive to understand, minimize and report on the adverse economic, social and environmental impacts of implementation of response measures on other Parties, especially developing country Parties. The Programme Officer also performs the more complex substantive work of the unit. The incumbent reports to and receives guidance from the NAIS sub-programme Manager. The key results expected are:

- Team management
- Support to intergovernmental processes
- Support to the Forum and implementation of the work programme
- Representation

1. Response Measures (RM) Unit Team Leader:

- a. Provides 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 response measures pertaining to the intergovernmental processes related to understanding and minimizing the adverse economic, social and environmental impacts of implementation of response measures on other Parties, especially developing country Parties, support to NAI Parties in reporting on response measures in biennial update reports, support to the forum and work programme on impacts of implementation of response measures.

- b. Manages the RM human resource component 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, conducting performance appraisals of unit staff as first line supervisor, identifying training needs and counselling staff on performance issues as well as providing career development guidance. Fosters teamwork among staff in the unit and other units in the sub-programme, the MDA Programme and wider secretariat.
2. Support to inter-governmental processes:
- a. Ensures that the team provides effective support to Parties, especially non-Annex I Parties in their work on impact of implementation of response measures, by coordinating the support to non-Annex I Parties in fulfilment of their reporting requirements on response measures under the Convention, including reporting in national communications and biennial update reports;
 - b. Ensures that the team provides effective support to implementation of response measures related activities under the Convention and Kyoto Protocol through the provision of effective, coordinated and coherent cross-cutting support to the work of the secretariat in identifying the impact of the implementation of response measures as laid out in corresponding mandates;
 - c. Ensures the enhancement of national/international action on mitigation of climate change by monitoring data and information pertaining to economic, environmental and social consequences of impacts of the implementation of response measures in official documents and working groups, synthesizing the information and preparing analytical reports on individual country situations as well as on the overall impact of response measures; and
 - d. Ensures Parties are furnished with relevant and authoritative information to support their decision-making by providing technical guidance to inter-governmental processes on analyses of policy issues related to the adverse economic, social and environmental impacts of implementation of response measures.
3. Support to the Forum and Work Programme:
- a. Ensures that the team provides administrative and substantive support to Forum on the impact of the implementation of response measures;
 - b. Ensures that the team supports the operationalization of the work programme on the impact of the implementation of response measures under the Forum by convening workshops and meetings, consulting and receiving input from experts, practitioners and relevant organizations and preparing reports and technical papers; and
 - c. Ensures identification, analysis and provision of guidance on effective means of sharing of information and expertise, including reporting and promoting understanding of positive and negative impacts of response measures; cooperation on response strategies; assessment and analysis of impacts; exchange of experience and discussion of opportunities for economic diversification and transformation; economic modelling and socio-economic trends; just transition of the workforce, and the creation of decent work and quality jobs; and building collective and individual learning towards a transition to a low greenhouse gas emitting society.
4. Representation: Represents RM and the sub-programme with counterparts in other UN organizations during consultations, providing advice and information on non-controversial issues, strengthening existing and building new partnerships. Communications with governmental and non-governmental officials and experts include provision of authoritative procedural guidance and substantive technical support as well as soliciting/enhancing cooperation. The incumbent serves as lead officer in support of negotiations on understanding, minimizing and reporting on the adverse economic, social and environmental impacts of implementation of response measures on other Parties, especially developing country Parties.
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.

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6. **Knowledge Management:** In partnership with the Secretariat's Knowledge Management programme, 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 the overall MDA programme as well as secretariat-wide mandates, goals and objectives, including deputizing for the Manager as needed.

Essential Requirements

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

Educational background: Advanced university degree in environmental sciences, engineering, economics, development studies or a related discipline is required. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of an advanced degree.

Experience: At least seven (7) years of progressive professional experience, including on issues related to climate change; and development, implementation and assessment of national mitigation actions, policies and measures. At least two (2) years of relevant experience in an international setting is a requirement.

Specific professional knowledge: Knowledge of the UNFCCC intergovernmental support process related to impact of implementation of response measures is essential. Expert knowledge in climate change mitigation and in-depth knowledge in assessments of the impacts of policies and measures, and understanding on economic diversification processes are required. Familiarity with reporting requirements under the Convention is desirable.

Job-related skills: Demonstrated skill in work plan development and delegation of responsibilities in a formal or informal team environment. Demonstrated skill in coordinating and/or leading the development of technical reporting and drafting of technical and policy papers 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 stakeholders, other partners, SBs/COP Parties' representatives, etc. on technical as well as policy related issues.

Language requirements: Fluency in English, both oral and written, is required; working knowledge of another official UN language would be an asset.

Selection Process

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: applying professional expertise, being responsive to clients and partners, working with team, managing performance and developing people and exercising sound judgment/decision making.

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\$ 67,611 to 74,787 (without dependents)
US\$ 72,605 to 80,502 (with dependents)
(plus variable post adjustment, currently 52.2% of net salary), plus other UN benefits as indicated in the link below:

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