



VACANCY ANNOUNCEMENT

Programme Assistant, G-6 Transparency Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 March 2023 23:59 hrs CET	VA 23/008/T	As soon as possible	2 years with possibility of extension	Bonn, Germany

Publication date: 3 February 2023. Post number: 31015071 Funding: 32FRA 31015071 SB-0014974

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.

The **Transparency Division** 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 forestry, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and analysis and manages different systems and tools.

Where you will be working

The position is located in the CGE/ETF unit of the MRV/ETF Support subdivision and reports to the Team Lead (P-4) of the unit. You will support 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 provides overall coordination of the development and delivery of all training and certification programmes, coordination of the Consultative Group of Experts (CGE) workplan and activities and the coordination of negotiations on CGE related aspects, including developing countries MRV/ETF related issues and training aspects. It supports the preparation and reporting of NDCs, NAMAs, LT-LEDs and response measures in the context of the ETF. Additionally, it coordinates the peer-review activities of GHG inventories in developing countries for establishing sustainable GHG inventory management systems.

The MRV/ETF Support subdivision consists of three units:

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



Your responsibilities

Specifically, the Programme Assistant is responsible for:

1. Technical support and assistance to developing countries on MRV and ETF as well as on the preparation and communication of nationally determined contributions (NDCs) in the context of ETF, including through the work of the Consultative Group of Experts:

- a. Provides assistance in the planning and implementation of technical support and assistance activities, including those implemented through the work of the Consultative Group of Experts, on topics related to preparation and communication of nationally determined contributions (NDCs) in the context of ETF;
- b. Manages logistical requirements for different technical support and assistance activities, including liaising with national focal points to seek nominations;
- c. Researches, compiles, analyses, summarizes, and presents basic information/data on the technical support needs of developing countries to serve as basis for the development of knowledge products and training materials;
- d. Assists in gathering and analysing information from various relevant sources on capacity-building needs of developing country Parties for implementing the MRV arrangements and the enhanced transparency framework and the preparation and submission of national communications, biennial update reports and biennial transparency reports; maintains the database and prepares general statistics and analysis of information relating to the drafting of assessment report.
- e. Assists in the preparation and analysis of the unit's budget proposals; reviews and coordinates submissions of the unit's proposals and budget estimates, ensuring that requisite information is included and justified in terms of proposed activities; propose adjustments as necessary; prepares reports and ensures that outputs/services are properly categorized;
- f. Maintains and updates files (electronic and paper) and internal databases; designs and generates a variety of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate preparation of different official reports;
- g. Prepares the publication of the reports, including drafting and formatting, coordinating review and clearance process; coordinates with editors, translation services, etc. on finalization and publication of report into multiple languages;
- h. Evaluates, proposes, implements and updates administrative and logistical activities to enhance relevant work flows taking into account lessons learned within the Transparency division and across the secretariat;
- i. Identifies and provides administrative and substantive support to innovative approaches to promote the MRV and ETF both internal and external to the secretariat.

2. Support of the intergovernmental negotiation process:

- a. Provides technical and logistical support to the planning and organization of negotiation and technical events, including summarizing information submitted by Parties, undertaking relevant research activities, and assisting with drafting of standard official documents mandated by the negotiating bodies;
- b. Assists the Team Lead in outreach to Parties and other organizations with regards to the intergovernmental process.

3. Representation/Communication:

- a. Serves as focal point for administrative coordination of processes, involving extensive liaison with the Administrative Services, Human Resources, and Information and Communication



Technology division, the Conference Affairs division, and national focal points to exchange specialized and routine information, monitor and follow up on deadlines and ensure timely logistical arrangements for meetings and workshops.

- b. Responds independently to a wide range of requests for specialized administrative information, both inside and outside the secretariat.

5. Performing any other job-related activity: required to achieve the goals and objectives of the team, the subdivision, the division or the secretariat, including administrative and logistical support to the other reporting and review processes.

Competencies

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.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

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: Completed secondary education. Formal training or studies in computer science or information technology would be an asset.

Experience

Required: At least seven (7) years of progressively responsible experience carrying out functions in general secretarial and administrative support with demonstrated experience in working with databases, web-based applications (ideally SharePoint) and other electronic communication software.

Language skills

Required: Fluency in English (both oral and written).

Asset: Working knowledge of German or another United Nations language is an asset.

Other

Excellent coordination and communication skills;



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Ability to collaborate effectively with the team members and with other teams;
Proficiency at working in a Windows environment, especially with regards to Word and Excel, and in utilizing internet resources;
Knowledge of a style guideline/template for formatting official documents;
Attention to details.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will 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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
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: Euro 47,817.

UNFCCC 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.
