



VACANCY ANNOUNCEMENT

Team Lead, P-4

Transparency Division,
Information Hub, Data, Systems & Tools Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
10 February 2023 23:59 hrs CET	VA 23/001/T	As soon as possible	One year and six months with possibility of extension	Bonn, Germany

Publication date: 13 January 2023, Post number: 30525007, Funding: 40FCA

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 will you 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, 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.

The overall purpose of the Information Hub, Data, Systems & Tools subdivision is to provide managerial oversight of internal deliverables, senior representation, external engagement, and coordination of the submission/receipt process for official documents from developing and developed countries under the MRV system and the new ETF system. It provides overall coordination of all IT-related activities for the entire division, including the maintenance and enhancement of all existing systems and tools, and the development of the new ETF. It acts as the information hub for transparency information collection and analysis across the secretariat, including providing policy briefs. It provides overall coordination of negotiations on data issues and support negotiations on MRV and ETF.

What will you be doing

Reporting to the Manager (P-5) of the Information Hub, Data, Systems & Tools subdivision, the Programme Officer leads the Systems and Tools Unit which works closely with the Information Hub, Data and Information Management Unit in the same subdivision, and the other two subdivisions responsible for MRV/ETF Reporting and Review, and MRV/ETF Support.

The Information Hub, Data, Systems & Tools subdivision consists of two units:

1. Information Hub, Data and Information Management Unit
2. Systems and Tools Unit



Your responsibilities

You will ensure the day-to-day operation of the Systems and Tools Unit, specifically preparation and follow-up of tasks and schedules in line with the existing rules and procedures, and in terms of performance assessments; manage the institutional and procedural arrangements for transitioning from the current MRV system under the Convention and the Kyoto Protocol to the new ETF under the Paris Agreement, ensuring a coordinated operationalization of the ETF consistent with deadlines established in the relevant decisions and ensure the continuous operation of the existing information systems, tools, application, portals and databases for MRV and ETF. Particular activities include:

1. Manages the maintenance and enhancement of all existing information systems, tools, applications, portals and databases for the MRV system and of the development and maintenance of the new information systems and tools for the ETF. In particular:

- a. Coordinates the maintenance of all information systems, tools, applications, portals and databases for the MRV system: provide substantive advice for the enhancement and implementation of all existing information systems and tools, ensuring their timely availability and high quality, and communicates information internally with management and externally with Parties and other stakeholders;
- b. Coordinates the development and maintenance of all the new information systems, tools, applications, portals and databases for the ETF by: organizing the formulation of substantive requirements and technical specifications; overseeing the design, development and implementation of new tools and/or functional features; coordinating the testing of various solutions for the existing and new information systems; and coordinating the provision of technical support and feedback to users;
- c. Manages the delivery of all information systems, tools, applications, portals and databases to the business owners in the division and their release to the external users; Oversees the processing of information submitted by Parties, and its storage and publication in a timely and accurate manner;
- d. Coordinates the centralization of transparency-related information collection and storage by overseeing the design, maintenance and relevant changes of the Transparency Data and Information Hub;
- e. Evaluates, implements and updates procedures and guidelines applied in the Systems and Tools Unit, to enhance the relevant work flows taking into account experience gained and lessons learned within the Transparency division and across the secretariat;
- f. Directs the independent research work on relevant background material and current practice in the Transparency division related to the maintenance and enhancement of all information systems, tools, applications, portals and databases;
- g. Implements innovative approaches to promote the transparency related systems, tools, applications, portals and databases both internal and external to the secretariat;
- h. Manages the process of keeping staff abreast of developments in the areas of MRV, ETF and maintenance, enhancement and development of information systems, tools, applications, portals and databases;
- i. Provides information and guidance to other units in the secretariat on matters related to MRV, ETF and maintenance, enhancement and development of information systems, tools, applications, portals and databases.

2. Supports the reporting and review processes under the MRV and ETF systems, in particular:

- a. Coordinates the work of reviews or technical analysis of MRV processes such as International Assessment and Review (IAR), International Consultation and Analysis (ICA), GHG Inventory and Biennial Transparency Reports (BTRs), as appropriate and in accordance with relevant guidance provided by the COP, CMP, CMA and subsidiary bodies (SBs), assessing the information submitted by Parties and overseeing the drafting of technical reports in collaboration with lead reviewers and review experts, being accountable for quality assurance/quality control of all reports



- and publications in the area of assignment;
- b. Provides support for the organization and/or conduct of in-country, centralized, desk or simplified reviews/technical analysis of GHG inventories, BRs, BURs, NCs and BTRs;
- c. Tracks the development of review/technical analysis tasks and their progress under his/her responsibility, ensuring that deadlines are met, and the results are of high quality;
- d. Contributes to the timely preparation and publication of mandated reports under the Convention, the Kyoto Protocol, and the Paris Agreement in support of MRV and ETF related negotiations, including preparation and presentation to the SBs;
- e. Coordinates the preparation of relevant outputs from existing systems and tools in support of the reviews of submissions and conducts in-depth analyses of information reported by Parties;
- f. Provides substantive contribution to the annual lead reviewer's meetings.

3. Supports intergovernmental processes, in particular:

- a. Ensures that Parties are furnished with relevant information to support their decision-making by providing authoritative guidance to intergovernmental processes on analyses of policy issues related to transparency;
- b. Provides substantive support to the intergovernmental negotiations under the subsidiary bodies, the COP, CMP and CMA on the methodological issues and requirements for enhancement and development of transparency related info systems, tools, applications, portals and databases;
- c. Prepares technical papers on specific analytical and methodological issues based on information contained in national reports submitted by Parties, as well as relevant official documents;
- d. Briefs the chairs of negotiating bodies and provides technical support in formulating proposals, conclusions and decisions, including identifying problems and proposing corrective actions.

4. Ensures provision of high-quality information to stakeholders, in particular:

- a. Provides expert advice and inputs in the framework of data-related international cooperation with other international organizations;
- b. Ensures competent and timely responses to inquiries from Parties, national and international organizations, media, academia and the general public.

5. Representation: Represents the UNFCCC at international and regional meetings, workshops, seminars and training events such as annual meetings of the lead reviewers, technical meetings and/or workshops on the MRV and ETF and technical meetings on information systems and tools.

6. Resource Mobilization: Enhances the secretariat's effectiveness in resource mobilization efforts through representational activities as well as by providing substantive input to the secretariat's central resource mobilization activity.

7. Knowledge Management: In partnership with the secretariat's Communications and Engagement division, 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 and provides technical support in line with internal business processes concerning the UNFCCC records management system.

8. Performs any other job-related activity required to achieve the overall goals and objectives of the unit, the subdivision, the Transparency division, as well as those of secretariat-wide mandates.

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.

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

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

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; 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-level university degree (Masters degree or equivalent) in environmental sciences, engineering, economics, development studies, computer science or a related discipline. A combination of a first-level university degree (B.A. or equivalent) with additional two years of relevant working experience at the professional level may be accepted in lieu of an advanced degree.
------------------	---

Experience:

Required:	At least seven (7) years of progressively responsible professional experience on issues related to climate change policies, monitoring, analysis, reporting and review of climate change information as well as project and service management of information
------------------	---



systems and tools, at least three (3) years of which should have been in an international setting. Experience in the UNFCCC reporting and/or review activities.

Language skills:

Required: Fluency in English, both oral and written is essential. Working knowledge of another official UN language is an asset.

Specific professional knowledge and skills and job-related skills

Solid knowledge of the UNFCCC intergovernmental process including MRV arrangements under the Convention and Kyoto Protocol. Familiarity with the ETF and other broader issues under the Parties Agreement.

Ability to coordinate highly technical work of multi-disciplinary, multicultural team of experts. Demonstrated skills in analysing technical data and preparing technical and policy and reports. Demonstrated ability in the management of projects and service, in particular on information systems, tools and databases. Strong oral and written communication skills, including the skills to effectively interact with a wide range of partners, stakeholders on technical as well as policy-related issues.

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\$ 77,326 to US\$ 85,737
(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.

The UNFCCC secretariat has been made aware of various correspondence, being circulated via e-mail, from Internet web sites and via regular mail or facsimile, falsely stating that this correspondence is issued by, or in association with the UNFCCC secretariat and/or its officials. These scams, which may seek to obtain money and/or in many cases personal details from the recipients of such correspondence, are fraudulent. Please see link below for more information:

<https://unfccc.int/this-site/fraud-alert>