



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT

FINANCIAL AND TECHNICAL SUPPORT (FTS) PROGRAMME
Financial Cooperation and Capacity Building (FCCB) Sub-programme
Financial Cooperation Unit

VACANCY ANNOUNCEMENT NO:	VA 10/016/FTS
PUBLICATION/TRANSMISSION DATE:	26 February 2010
DEADLINE FOR APPLICATION	27 March 2010
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FCA-2923-P4-003
INDICATIVE ANNUAL SALARY:	US\$ 66,482 to 73,539 net (without dependents) US\$ 71,393 to 79,158 net (with dependents) (plus variable post adjustment, currently 53% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

Fostering the integration of sustainable development and climate change priorities, the Financial and Technical Support programme focuses on supporting the efforts undertaken by non-Annex I Parties. The Financial Cooperation and Capacity Building sub-programme facilitate the decisions of Parties relating to the financial and technical support to capacity-building, and support the intergovernmental negotiations on matters relating to the operations of, and guidance to, the financial mechanism of the Convention.

Responsibilities

Under the direct supervision of the Manager of the FCCB sub-programme, and the general guidance of the Coordinator, FTS programme, the incumbent (a) provides policy advice and coordinates the secretariat support to the Convention and the Kyoto Protocol bodies on all matters relating to operation of the financial mechanism of the Convention and the Kyoto Protocol; (b) leads the Financial Cooperation Unit; (c) acts as the focal point for communication with the secretariat of the Global Environment Facility and the secretariat of Adaptation Fund Board; (d) liaises with UN agencies, IGOs, NGOs, private sector and the public, on matters relating to the financial mechanism and access to financial resources for climate change by developing countries. In particular the incumbent:

1. Provides and coordinates substantive support to the intergovernmental process on issues relating to the operation of the financial mechanism of the Convention and the Kyoto Protocol by:

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- a) Monitoring the developments related to the financial mechanism and preparing analysis of recurring issues on financial mechanism of the Convention and its protocol;
 - b) Developing policy recommendation on the status of negotiations and developing options and strategies to support the intergovernmental process for consideration of the Manager and the Coordinator;
 - c) Providing substantive, procedural and technical support to chairs of negotiating bodies, contact groups and meetings;
 - d) Leading the team in preparing official documentation for the intergovernmental bodies, including analytical reports, technical papers, draft decisions of the Conference of the Parties (COP) and the Conference of the Parties serving as Meeting of the Parties to the Kyoto Protocol (CMP) and conclusions of their subsidiary bodies.
2. Ensures effective cooperation with the secretariat of the Global Environment Facility (GEF), as an operating entity of the financial mechanism (entity responsible for allocating and disbursing finance for climate change activities as per UNFCCC guidance) and with its implementing agencies by:
- a) Acting as the focal point for communication between the secretariat and the GEF and its implementing agencies;
 - b) Developing and regularly updating a framework to monitor the implementation by the GEF and its implementing agencies of all guidance and decisions of the COP and its subsidiary bodies;
 - c) Coordinating comments and inputs from the secretariat on policy/strategy documents and operational guidelines prepared by the GEF and ensuring that they are in accordance with guidance provided by the COP and CMP and consistent with the objectives of the Convention and the Kyoto Protocol;
 - d) In consultation with the Manager, providing policy advice and substantive input to the work of the secretariat of the Adaptation Fund;
 - e) Representing the secretariat in the meetings of the GEF Council, the Adaptation Fund Board and other relevant meetings, as an UNFCCC expert.
3. Functions as the Team Leader of the Financial Cooperation Unit by:
- a) Developing a work plan of the unit in accordance with decisions of the Conference of the Parties (COP) and the Conference of the Parties serving as Meeting of the Parties to the Kyoto Protocol (CMP), outcomes of sessions of Subsidiary Bodies (SBs) and the programme priorities;
 - b) Leading and monitoring the implementation of the work plan to ensure efficient and high quality delivery of mandated activities;
 - c) Planning and monitoring the unit's budgets, contributing to reporting on budget performance, preparing inputs for results-based budgeting in consultation with the Manager;
 - d) Working with Manager in liaising with donors to solicit financial support for the activities of the unit;
 - e) Leading the development of project proposals and new initiatives to be implemented by the unit;
 - f) Assessing human resource requirements for the delivery of planned outputs to ensure optimal use of available resources and identifying needs for acquiring services of temporary staff and consultants;
 - g) Managing and evaluating performance of the staff in the unit;
 - h) Fostering teamwork and communication among staff in the unit and with other units and programmes;
 - i) Assisting the Manager and the Coordinator with other technical and managerial tasks as deemed necessary from time to time.
4. Promotes and enhances collaboration with United Nations agencies and other relevant entities on financial cooperation issues by:
- a) Coordinating with United Nations agencies, intergovernmental organizations, non-governmental organizations, multilateral financial institutions, private sector and the public on matters relating to the financial mechanism and access to financial resources for climate change by developing countries;
 - b) Providing substantive input to initiatives of partner agencies and coordinate their inputs into activities of the secretariat to ensure synergies and complementarity, and avoiding duplication of efforts;
 - c) Recommending strengthening existing and building new partnerships with relevant entities engaged in financing of climate change activities in developing countries;

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- d) Representing the secretariat at inter-agency meetings, seminars and conferences and delivering presentations and expert input on technical and policy matters relating to the financial mechanism of the Convention and the Kyoto Protocol.

Requirements

- Advanced university degree in economics, development finance, development studies, and international relations. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.
- At least seven years progressively responsible experience in economic development, development finance, financial or environmental policy analysis and its application to related areas. Two years of this experience should have been in an international environment. Knowledge of issues related to climate change and complex negotiations in an international context desirable.
- Fluency in English. Working knowledge of other official United Nations languages desirable.

Evaluation criteria

Professionalism:

- Familiarity with and experience in the use of various research methodologies and sources.
- Ability to plan, develop, implement, monitor and evaluate major projects.
- The capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges.
- Ability to provide sound technical advice to managers.

Commitment to Continuous Learning:

- Willingness to keep abreast of and promote new developments in the appropriate professional field.

Communication:

- Ability to act as an effective spokesperson internally and externally.
- The capacity to draft clear concise high quality reports or documents relating to area of professional expertise.

Technological Awareness:

- Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Teamwork:

- Ability to establish good interpersonal skills and ability to maintain effective working relations in a multi-cultural organization.
- Ability to gain the assistance and cooperation of others through the demonstration of leadership.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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.**