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**TEMPORARY APPOINTMENT  
MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME**

<b>ANNOUNCEMENT NO:</b>	<b>14/TA11/MDA</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>07 April 2014</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>21 April 2014</b>
<b>TITLE AND GRADE:</b>	<b>Programme Officer (Business Analyst, P-4)</b>
<b>INDICATIVE MONTHLY SALARY:</b>	<b>USD 5,634 to 6,232 net (without dependents) USD 6,050 to 6,708 (with dependants) plus variable post adjustment, currently 53.9 of net salary), plus other UN benefits</b>
<b>DURATION OF APPOINTMENT:</b>	<b>As soon as possible for an initial period of 9 months</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>

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**Background**

The 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**

Under the overall guidance of the Manager, Inventories and Data Services (IDS) sub-programme, the incumbent is responsible for the following activities:

1. **Analysis of MDA Business processes** – Review and perform an in-depth study of all MDA business processes, including the preparation of a process inventory/mapping. This analysis will consist of the following steps:
  - a. Overview of the existing process including status quo documentation;
  - b. Processes assessment and performance evaluation versus MDA mandate;
  - c. Identification of gaps and potential synergies
  - d. Assess the degree of harmonization and benchmarking opportunities;
  - e. Presentation/reporting to MDA management as required.
2. **Development of a streamlining action plan** – Development of recommendations for improvement, in the form of an action plan to be approved by MDA management and thereafter implemented. The incumbent will seek efficiencies, and propose streamlined practical business processes ensuring rationalized harmonized practices throughout MDA. The action plan will identify roles and responsibilities of the different stakeholders, and include a specific implementation roadmap.
3. **Follow up the implementation of the action plan** – Following the approval of the recommendations developed, the incumbent will be responsible for the timely implementation of the plan. This includes the coordination of the different stakeholders, the monitoring of the timely completion of the improvement actions, the communication of the changes to the relevant staff.

4. **Development/Update of the Business Management System** – The incumbent will be responsible for the preparation/update of the documentation related to MDA business processes. The incumbent will ensure that all business processes are documented to reflect the agreed streamlining plan. An overarching document, including an overview flowchart will also describe the structure and the interfaces between the different MDA processes (Business Management System description). The incumbent will be responsible for the preparation and review of the draft documentation, and for its deployment following MDA management approval. The business process document will highlight the input, output, provide an accurate and succinct description of the main steps of processes, the roles and responsibilities of the stakeholders; it will include an overall explanatory flowchart as well as a timetable when relevant.
5. **Analysis and optimization of MDA & ITS Business interface** – Given the importance of the IT element in the MDA business processes, and need to properly define the interface as part of the business process review exercise, the incumbent will be responsible for the analysis of the current interface and associated relationship with the ITS programme. Following this in-depth review and building-up on the work done in that respect up-to-date, the incumbent will develop recommendations for improvement.

### **Requirements**

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

**Educational background:** Advanced degree in business administration, engineering or computer science. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of an advanced degree.

**Experience:**

- At least 5 years of relevant professional experience. Experience in business process analysis, establishment of business processes and associated documentation;
- Knowledge and experience of programme control tools, network scheduling techniques and reporting systems.

**Job-related skills:**

- Ability to analyse complex and wide-ranging issues, ability to assess and process information, with a structured approach to problem solving;
- Ability to communicate and coordinate effectively with MDA team members and other teams within the secretariat. Ability to draft documents clearly and concisely.

**Language requirements:** Fluency in written and spoken English is required.

### **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.**