



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2

Mitigation Division,
Markets and Non-Markets Support and Stakeholders Interaction Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 March 2023 23:59 hrs CET	VA 23/012/M	As soon as possible	One year and six months with possibility of extension	Bonn, Germany

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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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the **Mitigation division** and specifically in the **Markets and Non-Markets Support and Stakeholders Interaction subdivision**, which provides effective support on matters relating to intergovernmental, substantive and technical support to Article 6.2, 6.4 and 6.8, Carbon Pricing, stakeholders' interaction, regulations development, delivering mandates under Article 6.2 (including review) and capacity-building on Article 6.

Within the subdivision is the **Regulations Development & Stakeholders unit**, which supports the work related to the development and management of regulatory framework of the mechanism established by Article 6, paragraph 4, of the Paris Agreement (Article 6.4 mechanism) and the Clean Development Mechanism (CDM) under the Kyoto Protocol, as well as interactions with stakeholders on regulatory matters of these mechanisms.

What you will be doing

Reporting to the unit Team Lead, P-4, you will draft new or revised standards, procedures and other regulatory documents for the Article 6.4 mechanism and the CDM and contribute to the management of related regulations; provide technical and substantive support for an adequate implementation and enforcement of standards, procedures and other regulatory documents, support cooperation among stakeholder groups and maintain their dedicated communication channels with regulatory bodies of the Article 6.4 mechanism and the CDM, as well as supporting intergovernmental processes.

Your responsibilities

- Drafting new or revised standards, procedures and other regulatory documents for the Article 6.4 mechanism and the CDM:**
 - Provide technical and substantive support to staff members who draft regulatory documents that are necessary to operationalize the Article 6.4 mechanism in accordance with the workplan of the Supervisory Body;



- b. Provide technical and substantive support to staff members who draft revised regulatory documents necessary to maintain the CDM in accordance with the workplan of the CDM Executive Board;
 - c. Review draft regulatory documents for the Article 6.4 mechanism and the CDM, and provide relevant inputs.
- 2. Contributing to the management of regulations of the Article 6.4 mechanism and the CDM:**
- a. Provide technical and substantive support to staff members who analyze the needs, areas and scope for the development of new or revised regulatory documents and ensure consistency among regulatory documents;
 - b. Manage document classification, versioning and hierarchy system in coordination with relevant units in the UNFCCC secretariat;
 - c. Contribute to the improvement of document formatting and editorial standards.
- 3. Providing technical and substantive support for an adequate implementation and enforcement of standards, procedures and other regulatory documents for the Article 6.4 mechanism and the CDM:**
- a. Provide technical and substantive support to staff members who provide advice of policy or legal nature to the Supervisory Body and the CDM Executive Board on the development of new and revised regulations;
 - b. Provide technical and substantive support to national governments (designated national authorities of Parties), designated operational entities, project developers and other stakeholders to appropriately comply with the regulations by indicating and clarifying relevant regulatory provisions;
 - c. Provide technical and substantive input for responding to communications from stakeholders on regulatory matters of the Article 6.4 mechanism and the CDM based on the guidance from the Supervisory Body or the CDM Executive Board, as appropriate.
- 4. Supporting cooperation among stakeholder groups and maintaining their dedicated communication channels with regulatory bodies of the Article 6.4 mechanism and the CDM:**
- a. Coordinate with the relevant staff members within the Mitigation division in preparing responses to communications from stakeholders and respond to them as the contact point;
 - b. Support cooperation among designated national authorities of Parties, designated operational entities, and project developers as appropriate, and their interactions with the Supervisory Body and the CDM Executive Board.
- 5. Supporting the intergovernmental processes on the Article 6.4 mechanism and the CDM:**
- a. Support intergovernmental negotiation processes on the Article 6.4 mechanism or the CDM at Conferences of the Parties and Subsidiary Body sessions, upon request;
 - b. Contribute to the preparatory work for supporting intergovernmental negotiation processes.
- 6. Perform any other job-related activity required to achieve the goals and objectives of the unit, subdivision, division and/or the secretariat.**

Competencies:

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; shows the capacity to apply knowledge to deliver results based on acquired background and experience; seeks opportunities to apply own technical skills across related disciplines, keeps abreast of new developments and technologies in the field of expertise, actively seeks to expand the existing level of job knowledge and expertise.



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.

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.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; consults with others to develop integrated, consistent and harmonized plans; allocates and uses time efficiently, and monitors own performance against timelines and milestones; foresees risks, plans for contingencies, and adapts to take account of changing circumstances; perseveres to deliver projects and pursues results despite obstacles and setbacks; manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background:

Required: Advanced university degree (Master or equivalent) in law, economics, business administration, management, engineering, environmental studies, development studies or related fields is required. First-level university degree (Bachelor or equivalent) in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least two (2) years of professional work experience in the development or implementation of standards, procedures and other types of regulations in the public or private sector.

Language skills:

Required: Fluency in written and spoken English is required. Working knowledge of other UN official language is desirable.

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.



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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\$ 50,377 to US\$ 57,342
(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.
