



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

VACANCY ANNOUNCEMENT

MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

Non Annex I Support Sub-Programme

VACANCY ANNOUNCEMENT NO:	VA 11/049/MDA
PUBLICATION/TRANSMISSION DATE:	11 July 2011
DEADLINE FOR APPLICATION	09 August 2011
TITLE AND GRADE:	Computer Information Systems Assistant, G-6
POST NUMBER:	FCA-2923-V216-G6-003
INDICATIVE ANNUAL SALARY:	Euro 38,646 net, plus 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.

The Mitigation, Data and Analysis programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments.

Responsibilities

Under the direct supervision of the Manager of the Non-Annex I Support (NAIS) sub-programme, the incumbent is responsible for the overall administration of the existing sub-programme's databases, including taking part in the design, development, testing and implementation the NAIS sub-programme data-related systems, especially the registry, as well as gateway with systems developed by other sub-programmes within the MDA programme. In particular the incumbent:

1. Oversees the technical development and management of the NAIS sub-programme data management systems by:
 - a. Maintaining and further developing the existing data systems, creating new data systems, including the registry, and monitoring them to ensure their uninterrupted operation;
 - b. Identifying issues and areas for improvement;
 - c. Enhancing the user-friendliness of the data systems;
 - d. Providing technical and functional support on relevant web technologies, and providing statistical data for assessing the effectiveness of various web components.
2. Is responsible for overseeing the testing and support of new GHG inventory software by:
 - a. Serving as a team member in the planning, specification and support of computer application systems; independently liaising with users to define and specify requirements;
 - b. Maintaining functional specifications for computer application systems and procedures developed and/or modified;

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- c. Conducting system testing by preparing and executing test cases and preparing test results reports;
 - d. Monitoring computer applications systems using appropriate monitoring tools and reports;
 - e. Preparing technical and user documentation for deployed computer application systems, as well as related training materials and conducting technical presentations;
 - f. Acting as a helpdesk by supporting deployed computer application systems, including version management and problem tracking; performing ongoing reviews with users and developers and responding to users requests;
 - g. Ensuring cooperation with the sub-programme responsible for the feeding of non-Annex I GHG Inventories data into the GHG database managed by MDA;
 - h. Ensuring timely updating of the relevant web-pages of the UNFCCC site, including registry-related pages;
 - i. Managing external queries relating to Non-Annex I Parties data.
3. Supports the intergovernmental process by:
 - a. Providing technical and logistical support to the planning and implementation of technical events (sub-regional projects, meetings and workshops) aimed at improving the quality of GHG inventories; ensuring that computer and software requirements for the successful organization of these events are met;
 - b. Assisting the Programme Officer in preparing documents and other reports for consideration by the Parties;
 - c. Supporting the work of the non-Annex I contact groups and informal consultations, with the organization and facilitation of special event(s) and exhibits in the area of responsibility during UNFCCC sessions.
 4. Serves as the focal point for coordination, monitoring and disseminating information from Parties on matters relating to design, development and implementation of the data management systems, in particular the registry, involving extensive liaison with diverse organizational units to initiate requests; prepares standard terms of reference; processes and follows up on administrative actions and resolves issues related to project implementation, e.g. organization of and participation in training, procurement of equipment and services, etc.; keeps abreast of developments in the field of database management and programming; performs benchmarking.
 5. Provides guidance and training to staff in the MDA programme and external users, as required, on the use of the GHG inventory software and the registry-related systems.
 6. Performs other duties as required.

Requirements

- Completion of secondary school or equivalent. Completion of technical courses in the application software systems development or other related field.
- At least seven years of relevant and progressively responsible technical experience, across a broad range of software platforms with a focus on data systems development and maintenance.
- Good knowledge of databases development, management and maintenance. Ability to prepare technical documentation, including system requirements and specifications. Ability to design and implement standard testing procedures. Familiarity with web-pages maintenance.
- Fluency in oral and written English. Knowledge of another official UN language is an advantage.

Evaluation criteria

Professionalism:

Very good understanding of the functions, organization and procedures of the secretariat, ability to demonstrate considerable initiative, effective research and problem solving skills.

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Communication:

Excellent communication skills (spoken and written) in English and other languages as required by post, ability to draft and edit documents and correspondence on a range of topics.

Planning & Organizing:

Excellent organizational skills, ability to prioritise own work programme and that of more junior staff, ability to deliver assignments in a timely and efficient manner.

Client (service) oriented:

Ability to demonstrate a service-oriented approach to tasks.

Teamwork:

Very good interpersonal skills, ability to establish and maintain effective working relations in a multi-cultural environment.

Technological awareness:

Fully proficient computer skills and use of software such as Word (including document formatting), Excel and Power Point, internal databases and other relevant software applications; depending on assignment, advanced skills in specific applications may be required.

Commitment to Continuous learning:

Proactive and mature attitude towards self-development.

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. **This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.**
2. **We will confirm your application, however, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**