



VACANCY ANNOUNCEMENT
MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

Inventories and Data Services (IDS)

ANNOUNCEMENT NO:	VA 13/045/MDA
PUBLICATION/TRANSMISSION DATE:	07 June 2013
DEADLINE FOR APPLICATION:	06 July 2013
TITLE AND GRADE:	Associate Programme Officer, P-2
POST NUMBER:	FCA-2924-P2-001
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 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

The Associate Programme Officer post is located in the Data Services Unit (DSU) of the Inventories and Data Services (IDS) sub-programme, and reports to the DSU Team Lead. Under the direct supervision of the DSU Team Lead, the Associate Programme Officer provides technical support to the work of the unit with a focus on supporting information systems and tools used by the unit, such as the greenhouse gas (GHG) data interface on the UNFCCC website and various tools for checking the quality and consistency of GHG data submissions from Parties. The incumbent participates in the conduct of data analyses and the preparation of data-based reports, and he/she also provides relevant support during the meetings of the COP, CMP and their subsidiary bodies as required. Expected key results are:

- Adequate technical support to the operation of the information systems and tools used by the unit;
- Substantive and technical support to the preparation of data analyses and data-based reports.

The incumbent:

1. Assists in the facilitation of the development, implementation and maintenance of GHG data systems and products; assists the Team Lead and other staff in addressing methodological and technical issues related to GHG data systems and products.
2. Compiles, verifies and processes GHG data submitted by Parties; prepares data summaries and reports; identifies any related problems/issues and advises on such issues; contributes to the resolution of the issues as appropriate; supports other staff members with in the understanding and use of GHG data and related information.
3. Collects, analyses and presents statistical data and other information gathered from other organizations; ensures that the information produced is of high quality and is provided in a timely manner.

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4. Provides relevant support during meetings of the COP, CMP and their Subsidiary Bodies as well as related workshops.
5. Performs any other job-related activity as required.

Essential Requirements

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

Educational Background: First level university degree in engineering, economics, energy, environmental, or computer sciences or a related discipline.

Experience: At least three (3) years of relevant progressive professional experience, including on issues related to climate change.

Specific Professional Knowledge: Knowledge of the reporting and review requirements under the Climate Change Convention and its Kyoto Protocol; understanding of the main sources and categories of greenhouse gas emissions and removals.

Job-related skills: Proficiency in data interpretation and usage, ability to understand and explain trends in greenhouse gas emissions and removals.

Language requirements: Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

Expected competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgment in the work environment; the capacity to plan own work and manage conflicting priorities.

Communication: Good verbal and written communication skills, including the ability to draft/edit technical reports and to articulate ideas in a clear and concise style.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

Commitment to Continuous Learning: Willingness to keep abreast of new developments in the fields of professional knowledge.

Technological Awareness: Ability to make effective use of required computer software and other equipment relevant to the post.

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.**
4. **Salary and Allowances:** USD 46,730 to 52,645 net (without dependents)
USD 49,821 to 56,347 net (with dependants)
(plus variable post adjustment, currently 46.9% of net salary), plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>