



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

**VACANCY ANNOUNCEMENT**

**SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**

**Joint Implementation (JI) Sub-programme**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 09/012/SDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>26 February 2009</b>
<b>DEADLINE FOR APPLICATION</b>	<b>27 March 2009</b>
<b>TITLE AND GRADE:</b>	<b>Associate Programme Officer, P-2</b>
<b>POST NUMBER:</b>	<b>FRA-2933-V076-P2-001</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 44,679 to 50,334 (without dependents)</b> <b>US\$ 47,634 to 53,874 (with dependents)</b> <b>(plus variable post adjustment, currently 46.9 of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

**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 Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The JI Section supports the activities of the Joint Implementation Supervisory Committee (JISC) and its supporting bodies in their functions of operationalization and maintenance of the verification procedure under the JISC (JI Track 2 procedure). It also assists the intergovernmental process and provides information to the public on Article 6 of the Kyoto Protocol in general.

**Responsibilities**

Under the general guidance of the Manager, Joint Implementation (JI) Sub-programme, and the day-to-day supervision of the Team Lead, JI Project Cycle Team (JI-PCT), the incumbent shall provide substantive input to the JI-PCT's work related to the JI project cycle, in particular regarding projects implemented under the verification procedure under the Joint Implementation Supervisory Committee (JISC).

1. Develops and maintains the workflow management electronic support system on JI-related matters (databases, web interfaces, development and follow up of procedures, information systems) by:

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- a. Coordinating workflow management support, providing improvements in the structure and design as well as expanding the information and knowledge databases, ensuring easy use by staff in the programme, the secretariat and by outside users;
  - b. Ensuring the timely delivery of documents to meetings of the JISC, its panels and working groups and to the general public through the web interface;
  - c. Analyzing work processes and proposing options to optimize them through improving the workflow system and procedures.
2. Provides substantive input to the work on joint implementation (JI), in particular by supporting the consideration of baseline and monitoring issues and the implementation of the management/work plan of the JI supervisory committee (JISC).
  3. Provides support to and undertakes outreach activities, including substantive inputs related to the UNFCCC JI web site using intranet/internet resources (including HTML and PDF software) by:
    - a. Preparing replies to questions and correspondence relating to JI matters, as appropriate;
    - b. Preparing and implementing visual, tabular and textual materials and making them available on the web site;
    - c. Preparing presentations and speaking notes, as required, for meetings, workshops and seminars and other assigned topic/activities.
  4. Assists in the coordination, and substantive and logistical preparation, of meetings of JISC and its panels and working groups, as applicable, by:
    - a. Preparing draft agendas, inputs for draft reports and documents;
    - b. Liaising with other programmes on JI-related logistical matters;
    - c. Developing logistic and support plans as well as timelines and any other substantive, administrative and logistic requirements as necessary.
  5. Analyzes and evaluates specific requests for information on JI by stakeholders (private sector and Government agencies) and the public. Provides specialized advice and prepares responses to internal and external requests, in particular those of a complex nature.
  6. Performs other special assignments, as required by the supervisor.

### **Requirements**

- First level university degree (Bachelor or equivalent) in economics, business administration, international relations, social science or a related scientific/technical discipline.
- At least three (3) years of directly related experience. One (1) year of relevant experience in an international work environment is an asset. Familiarity with the JI process and supporting complex work processes is an asset.
- Fluency in written and oral English. Working knowledge of another UN language is an asset.

### **Evaluation criteria**

#### **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.

#### **Commitment to Continuous Learning:**

Willingness to keep abreast of new developments in the field of information technology.

#### **Communication:**

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

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**Technological Awareness:**

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

**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.

**To apply**

In order to apply for this vacancy please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the “apply” link next to the vacancy announcement.

**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.**