



VACANCY ANNOUNCEMENT

Programme Officer, P-3 (2 posts)
Mitigation Division,
Regulatory Framework Implementation Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
12 May 2024 23:59 hrs CET	VA 24/018/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, which supports Parties to facilitate, catalyze and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

This post is specifically in the **Methodology unit** of the **Regulatory Framework Implementation subdivision (RFI)**, which supports matters relating to the development of regulatory guidelines, standards and policies relevant to mitigation actions and the technical assessments of projects and programme of activities submissions and entity competence. RFI provides substantive and technical input and advice to the constituted and regulatory bodies and provides support to the negotiation process to the Intergovernmental and Stakeholder Interaction subdivision.

What you will be doing

Under the general guidance of the Manager, RFI, and the direct supervision of the Team Lead, Methodology unit, the incumbent participates in the implementation of the work programme of the Mitigation division as technical officer on methodological issues relating to GHG emission reduction activities. The incumbent may also be required to provide analytical inputs on issues related to removals and the Clean Development Mechanism (CDM).

As a GHG subject-matter specialist and article 6.4 mechanism expert, the incumbent contributes to the methodological work related to GHG emission reduction and removals.



Your responsibilities

- 1. Acting as a GHG subject-matter specialist contribute to the methodological work related to GHG emission reduction and removals standards:**
 - b. Contribute to the delivery of the work mandated by the Article 6.4 Supervisory Body (SB) related to emission reduction and removal activities under the article 6.4 mechanism;
 - c. Contribute to the delivery of the work mandated by the CDM Executive Board (EB) related to methodological issues under the CDM;
 - d. Develop new GHG emission reduction methodological standards for the consideration and approval by the SB;
 - e. Improve existing GHG emission reduction methodological standards by enhancing their objectivity, usability, and accessibility, based on feedback provided from users and other stakeholders.

- 2. Providing substantive and technical support as well as guidance on issues relating to GHG emission reduction and removals methodological standards, facilitating the implementation of the Rules, Modalities and Procedures for the article 6.4 mechanism, decisions by the COP/CMA and SB:**
 - a. Assess completeness of documentation submitted by stakeholders, and ensuring that required procedures are followed;
 - b. Prepare inputs on mandated methodological matters, including draft recommendations on methodology-related submissions and requests for revisions/clarifications, for consideration by the SB or any of its support bodies;
 - c. Review inputs and drafts proposed as well as approved methodologies relating to the article 6.4. mechanism and pertaining to GHG emission reduction activities with a view to recommending options for improvement for the consideration by the SB;
 - d. Present/introduce the related agenda items in meetings of the SB or its support bodies; provide inputs on related agenda items for finalization of the meeting reports of the SB or its support bodies;
 - e. Provide substantive support to the team lead overseeing methodological work on GHG emission reduction.

- 3. Supporting intergovernmental negotiations, in particular on agenda items related to GHG emission reduction and removals:**
 - a. Prepare initial drafts of mandated reports/documents on the basis of inputs from the Parties and/or other stakeholders for consideration by the Team Lead;
 - b. Provide inputs in preparation of agenda of the negotiating sessions;
 - c. Prepare initial draft speaking/briefing notes of the Co-chair(s) of contact groups and informal consultations for the consideration by the Team Lead;
 - d. Support the team lead in preparing draft text for conclusion/ recommendation, when requested;
 - e. Provide inputs in preparation of reports of sessions.

- 4. Contributing to the work of other units of Mitigation division by collaborating on issues related to GHG emission reduction standards and procedures:**
 - a. Provide technical opinion/input on generic/specific issues related to assessment of GHG emission reduction project activities;
 - b. Provide inputs in development/ maintenance of methodology-related procedures;
 - c. Provide inputs to facilitate response to stakeholder queries received under the direct communication procedures.



5. Liaising with other UN and international bodies, Parties, IGOs and NGOs as well as the private sector on issues and activities relating to GHG standards:

- a. Participate in conferences, workshops and seminars and making presentations as appropriate;
- b. Recommend actions to facilitate the cooperation with UN entities, Parties, IGOs, NGOs and stakeholders;
- c. Assist in maintaining working relationships amongst interested actors, as appropriate, in the area of article 6.4 GHG emission reduction matters with the aim of enhancing the understanding of article 6.4 GHG emission reduction issues and the building of capacity of stakeholders.

6. Perform any other job-related activity required to achieve the goals and objectives of the team, the division and/or the secretariat, including participation in technical meetings, workshops and seminars, and in preparing presentations where appropriate.

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Learning continuously and knowledge sharing: Leverages processes and networks to contribute to the continuous learning and development of subordinates; Grants staff the time and resources necessary to invest in their professional development; Advises, coaches and actively supports staff, in particular women, on their professional growth and career development plans and opportunities; Creates and supports a learning environment in which the collective experience of colleagues is openly shared for the benefit of all.



Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in Management, Economics, Engineering, Environmental Studies or a related discipline. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of five (5) years of progressively responsible professional experience on issues related to climate change /environment. Experience in methodology development and assessment is an asset. Two years of relevant work experience in an international setting is an asset.

Language skills:

Required: Fluency in English (both oral and written) is required. Knowledge of another UN official language is desirable.

Specific professional knowledge and skills:

Work experience in an international setting.
Experience in the area of methodology development and/or assessment.
Experience of conducting analytic work.

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.

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\$ 64,121 to US\$ 71,906
(plus variable post adjustment, currently 43.6% 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.



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