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**TEMPORARY APPOINTMENT  
MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME**

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| <b>ANNOUNCEMENT NO:</b>               | <b>13/TA18/MDA</b>   |
| <b>PUBLICATION/TRANSMISSION DATE:</b> | <b>07 March 2013</b>   |
| <b>DEADLINE FOR APPLICATION:</b>      | <b>21 March 2013</b>   |
| <b>TITLE AND GRADE:</b>               | <b>Programme Officer, P-3</b>  |
| <b>INDICATIVE MONTHLY NET SALARY:</b> | <b>USD 4,674 to USD 5,223 net (without dependents)<br/>USD 5,007 to USD 5,615 net (with dependents)<br/>plus variable post adjustment, currently 47.5 of net salary), plus other UN benefits</b> |
| <b>DURATION OF APPOINTMENT:</b>       | <b>As soon as possible for an initial period of 11 months</b>  |
| <b>DUTY STATION:</b>                  | <b>Bonn, Germany</b>   |

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**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**

Under the overall guidance of the Programme Officer responsible for the substantive support of the international transaction log and registry systems, the incumbent is responsible for the following activities:

1. Elaborate functional specifications for the international transaction log (ITL), registry systems and dependent systems and processes; ensure that the functional specifications established meet the legal and technical requirements and can be traced to their source; liaise with other programmes in the secretariat, in particular LA, SDM and ITS, as well as coordinate with the relevant service provider(s).
2. Draft, process and monitor the progress in implementation of change requests to the technical standards for data exchange and/or to the common operational procedures used by registry systems; act as change manager and facilitate the elaboration of change requests prepared by others.
3. Coordinate the organization of- and contribute substantively to the RSA Forum and its substantive working groups. Monitor the logistical preparations of the organization of RSA Forum meetings, including defining, in collaboration with ITS, the number, type and length of each items presented, supporting the liaison with external stakeholders and inviting external experts to make presentation during the RSA Forum; liaise with the Conference Affairs Services programme and other relevant units in MDA programme.

4. Provide technical guidance and substantive support to the inter-governmental processes on ITL by supporting consideration of agenda items on international consultation under the subsidiary bodies and the COP, and preparing relevant official documents, briefings, formulating proposals and conclusions, decisions and recommendations, including identifying problems and proposing corrective actions.
5. Maintain relevant web pages on the UNFCCC web site and RSA Extranet.

### **Expected deliverables**

The following deliverables are expected:

1. Impact assessments of decisions taken by the COP and CMP on systems and processes under responsibility;
2. New or up-to-date, as required, functional specifications and process specifications;
3. Traceability matrices;
4. Service orders for relevant service providers;
5. Terms of reference, presentations, option papers, meeting minutes supporting the work of the working group(s);
6. Change requests;
7. Presentations to the RSA Forum;
8. Up-to-date web pages on the UNFCCC web site and RSA Extranet.

### **Essential Requirements**

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

**Educational background:** First level degree in environmental sciences, engineering or computer science.

**Experience:** At least five (5) years of relevant professional experience.

**Communication:** Ability to communicate and coordinate effectively with team members and other teams within the secretariat. Ability to draft documents clearly and concisely.

### **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.**