



VACANCY ANNOUNCEMENT

Programme Officer, P-3
Mitigation Division,
Constituted Bodies and Data Services subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 May 2024 23:59 hrs CET	VA 24/024/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 and specifically in the **Constituted Bodies and Data Services subdivision**, which provides effective support on matters relating to the proper governance of the constituted bodies of the mechanisms, ensuring well-coordinated services to the bodies and their supporting panels.

Within the subdivision, the **Mechanisms Registries Unit** manages, maintains, upgrades, and develops data portals, information hubs, registries, tools, and systems and provides data and analytics services, including analysis of internal and external data related to mitigation commitments, contributions, and cooperative achievement under all legal instruments.

What you will be doing

Reporting to the Team Lead, P-4, you will serve as a member of the team responsible for developing and maintaining the Article 6.4 Mechanism Registry and the Clean Development Mechanism (CDM) Registry, including analysis of internal and external data in support of programme management and future roles of the registries.

Key results include:

- Providing input to the development and maintenance of the Registry databases, Voluntary Cancellation Tool, databases and related tools;
- Reviewing, processing and approving requests for the transfer of units within accounts of the Registries;
- Analysing regulatory decisions, as well as complex international emissions trading, related carbon market, financial and administrative issues;
- Providing inputs to regulatory documents and technical papers related to the registries and their operations;
- Analysing international financial management, accounting and financial reporting requirements;



- Providing information to stakeholders, including guidance and clarification on registry policies, rules, processes and procedures.

Your responsibilities

Particular activities include:

- 1. Supporting and overseeing the maintenance of the registries database, including account creation and maintenance, reconciliation, issuance of units of approved requests in the accounts of the registries:**
 - a. Prepare statements of position and other registries operations related reports, where a statement or report may involve checking and verifying numerous transactions among various parties and countries;
 - b. Submit statements and reports for approval by the supervisor.
- 2. Reviewing, processing or approving requests for the transfer of units within accounts of the registries or from the registries to national registries while ensuring compliance with all related procedures, regulations and directives, including decisions of the relevant constituted bodies:**
 - c. Approve changes to the register of Focal Point entities and Project Participant entities including details of their representatives;
 - d. Ensure data quality and consistency amongst various sub-databases containing entity-related data and observe protection of sensitive information.
- 3. Analysing regulatory decisions, as well as complex international emissions trading, carbon markets, financial and administrative issues with relevance to the issuance, holding and distribution of relevant unit credits:**
 - a. Recommend, develop, implement and monitor new or changes to existing Registry management policies, rules and procedures in response to decisions of the Meeting of the Parties to the Kyoto Protocol, the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), and the relevant constituted bodies (CDM Executive Board and the Article 6.4 Supervisory Body);
 - b. Analyse proposals for operating issues that are being considered by the relevant constituted bodies to ensure consistency with preceding decisions and with registry operating requirements and make recommendations to ensure the efficient achievement the objectives of each of the constituted bodies.
- 4. Analysing international financial management, accounting and financial reporting requirements:**
 - a. Consider program risk management issues to develop, recommend, implement and evaluate the effectiveness of accounting and reporting policies and procedures;
 - b. Provide detailed functional specifications to information system development teams for the design, development, testing and implementation of applications and enhancements.
- 5. Providing information to-stakeholders, including guidance and clarification on Registry policies, rules, processes and procedures:**
 - a. Ensure that up-to-date relevant information is available on the Registry website;



- b. Participate in the Registry Systems Administrators Forum and in conferences and meetings related to carbon markets;
- c. Work with registry administrators of national registry systems to ensure operational compatibility, accuracy, efficiency and transparency.

4. Perform any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division and/or the secretariat.

Competencies:

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines; keeps abreast of new developments and technologies in the field of expertise; Actively seeks to expand the existing level of job knowledge and expertise.

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation; establishes networks and leverages partnerships to achieve results.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in statistics, mathematics, computer sciences, economics, environmental sciences or other related specialized area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least five (5) years of professional and progressively responsible work experience in operating registries and extracting and analyzing data from databases.

Asset: Experience in analysis of carbon markets, policies and issues related to project-based mechanisms and emissions trading systems is an advantage. At least one year in an international environment would be an asset.

Language skills:

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



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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 monthly salary and allowances:
US\$ 64,121 to US\$ 71,906
(plus variable post adjustment, currently 41.2% 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.
