



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

TEMPORARY APPOINTMENT

REPORTING, DATA AND ANALYSIS (RDA) PROGRAMME

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| ANNOUNCEMENT NO: | 10/TA02/RDA |
| PUBLICATION/TRANSMISSION DATE: | 26 April 2010 |
| DEADLINE FOR APPLICATION | 09 May 2010 |
| TITLE AND GRADE: | Programme Officer, P-3 |
| INDICATIVE ANNUAL SALARY: | USD 4,604 to 5,155 net (without dependents) USD 4,933 to 5,532 (with dependants) plus variable post adjustment, currently 47.6% of net salary), plus other UN benefits |
| DURATION OF APPOINTMENT: | Six months |
| DUTY STATION: | Bonn, Germany |

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 RDA programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts, registry systems and policy instruments. The international transaction log (ITL) unit within the secretariat is in charge of the ITL, which verifies transactions proposed by national registries operated by Parties listed in Annex B of the Kyoto Protocol to ensure they are consistent with rules agreed under the Protocol.

Each national registry sends transaction proposals to the ITL, which checks each proposal and returns to the registry its approval or rejection. Once approved, registries complete the transaction. In the event that a transaction is rejected, the ITL sends a code indicating which ITL check has been failed and the registry terminates the transaction.

Responsibilities

Under the supervision of the Programme Officer responsible for the ITL functions, the incumbent will perform the following activities:

a) Manage the independent assessment report (IAR) procedure pursuant to decision 16/CP.10 and national registry reviews performed during periodic reviews

- Prepare management plans (schedule, communication, risk) supporting the execution of the IAR procedure;
- Coordinate the work performed by independent assessors and reviewers under this procedure;
- Coordinate and communicate with other units within the UNFCCC secretariat to complete annual reviews of national registries;
- Supervise contractors work related to SIAR and periodic reviews of national registries, ensuring quality and timely delivery of the deliveries;

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- Answer queries from Parties regarding the standard electronic format (SEF) and the (Standard) IAR;
- Ensure that the RSA extranet pages and UNFCCC Internet pages related to those domains are kept up-to-date;
- Organize workshops and presentations on SEF, (Standard) IAR and national registry reviews ;
- Escalate to responsible officer and/or manager / coordinator and R&A teams as soon as major issues are uncovered pertaining to the review of a national registry;
- Lead the work of the SIAR working group, improving the procedure from year to year, including improvements related to the consideration of operational issues related to national registries, and to the integration of national registry reviews performed during periodic reviews

b) Functional specifications:

- Develop and maintain functional specifications by completing functional specifications , including relevant parts of the data exchange standards; ensuring that these functional specifications are kept up-to-date and are aligned with relevant decisions; ensuring that ITL specifications are complete, up-to-date and aligned with functional specifications and data exchange standards. This includes the database model, ITL hub and back end specifications, user requirements and use cases of the ITL Administrator application, CAD, JI-IS and CDM-IS interface documentation.
- Specify reports produced from the ITL operational data (SEF, SIAR, public reports to be produced under decision 16/CP.10, relevant volume/performance related reports, business reports)
- Maintain the SEF specifications
- Review and contribute to test plans and test reports regarding functional aspects of the ITL, including the SEF

c) Develop and maintain relevant pages on UNFCCC website and RSA Extranet:

- Ensure the content of the UNFCCC website pages related to registry systems are kept up to date and content is precise and correct;
- Manage the transition from the current RSA Extranet to the new secretariat-wide collaboration tool by proposing and designing templates for the new system, reviewing and proposing usage of various collaboration technologies (shared calendar, discussions, collaborative editing), supervising and contributing to the transfer of content from the current Extranet to the new system.

d) Provide support to responsible officer with respect to organization of the RSA Forum, annual report of the ITL Administrator, queries from Parties regarding emissions trading and accounting of Kyoto Protocol units.

Requirements

- University degree - master in computer science/software engineering
- At least five (5) years of relevant work experience at a professional level
- Knowledge of requirements and functional specifications elaborations techniques
- Familiarity with UNFCCC and relevant COP/MOP decisions is an asset
- Knowledge of content management system (MS share point) and registry systems is a plus
- Excellent command of English (written more important than spoken)

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.**