



VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Organization and Stakeholder Development Unit

VACANCY ANNOUNCEMENT NO:	VA 10/060/SDM
PUBLICATION/TRANSMISSION DATE:	12 July 2010
DEADLINE FOR APPLICATION	10 August 2010
TITLE AND GRADE:	Programme Officer (Business Analysis), P-4
POST NUMBER:	CDM-2933-V550-P4-004
INDICATIVE ANNUAL SALARY:	US\$ 66,482 to 73,539 (without dependents) US\$ 71,393 to 79,158(with dependents) (plus variable post adjustment, currently 36.5% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

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 Organization and Stakeholder Development unit proactively identifies opportunities for, and collaborates on the implementation of, improvements in CDM and JI processes, including through the development of official and internal procedures, and engages external stakeholders to achieve improvements in the understanding of applicable requirements and improved quality of submissions.

Responsibilities

Under the direct supervision of the Manager, Organization and Stakeholder Development, the incumbent will lead the Business Analysis and Process Development team. S/he will be required to develop and maintain policies and procedures for creation, management, tracking, acceptance, and closure of IT projects required by the internal and external users, assuring the continuous business alignment of IT activities. In particular the incumbent will:

1. Lead from a business perspective the strategic development, integration, and implementation of IT initiatives to ensure SDM systems are enhanced and maintained and that processes can be carried out according to the latest approved procedures using a stable, reliable, and secure environment.
2. Enforce alignment of IT strategy and systems with SDM business strategy, needs and requirements.
3. Coordinate compliance of IT providers with agreed specifications and delivery commitments, including acceptance and closure.

4. Provide advice on process improvement efforts, including business process engineering and the effective use and benefits of using IT tools in differing business contexts.5. Conduct needs analyses and feasibility studies, identify system requirements, approve specifications, and oversee and monitor and report project developments through to acceptance.

6. Lead the operations of the unit, including supervision of staff, contract administration, and other administrative and budgetary responsibilities.

Requirements

- Advanced university degree in computer science, information systems, mathematics or statistics. A first level university degree in combination with qualifying experience may be accepted in lieu of advanced university degree
- A minimum of 7 years of progressively professional experience in planning, design, development and implementation of computer information systems
- Very good business analyses skills and techniques, such as BPMN or UML, and best practices used in business analysis, business improvement, quality management systems
- Software project management with experience of PRINCE2, or similar systematic project management approach
- Experience in team leadership
- Fluency in spoken and written English (verbal and written), working knowledge of another UN language an asset.

Evaluation criteria

Professionalism:

Familiarity with and experience in the use of various research methodologies and sources.

Ability to plan, develop, implement, monitor and evaluate major projects.

The capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges

Ability to provide sound technical advice to managers

Commitment to Continuous Learning:

Willingness to keep abreast of and promote new developments in the appropriate professional field

Communication:

Ability to act as an effective spokesperson internally and externally

The capacity to draft clear concise high quality reports or documents relating to area of professional expertise

Technological Awareness:

Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Teamwork:

Ability to establish good interpersonal skills and to maintain effective working relations in a multi-cultural organization

Ability to gain the assistance and cooperation of others through the demonstration of leadership

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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.**