



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

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Services and Management Support Unit

VACANCY ANNOUNCEMENT NO:	VA 10/063/SDM
PUBLICATION/TRANSMISSION DATE:	21 July 2010
DEADLINE FOR APPLICATION	19 August 2010
TITLE AND GRADE:	Programme Management Officer, P-4
POST NUMBER:	CDM-2933-V520-P4-002
INDICATIVE NET 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 Services and Management Support (SMS) unit provides general oversight, administrative support and guidance to SDM.

Responsibilities

Under the direct supervision of the Manager, Services and Management Support of the Sustainable Development programme, and close cooperation with the heads of units in the Administrative Services programme, the incumbent is responsible for preparation and utilization of the financial, budgetary and human resources requirements within the SDM programme and also to ensure that operational requirements are in place. In particular the incumbent will:

- Review, analyse and finalize the preparation of the financial/budgetary and human resources requirements for the sustainable development programme and its revisions on the basis of the submissions by the various units, taking into account the recommendations and decisions of the relevant intergovernmental bodies; provide substantive support to the relevant intergovernmental and expert bodies in their review of the plan and its revisions and secure approval from the CDM Executive Board/JI Supervisory Committee.
- Review, analyse and finalize cost estimates and budget proposals in terms of staff and non-staff requirements from sub-programmes and units, including programmatic aspects.

/...

- Manage allotments and sub-allotments, recommend redeployment of funds as necessary, ensuring appropriate expenditures; manage and monitor the budget implementation; review and finalize budget performance reports; provide advice and guidance on results-based budgeting ensuring conformity with UN and UNFCCC guidelines, rules, regulations and processes.
- Maintain financial accounts; preparing financial records, statements and reports; coordinates replies to internal and external audit queries; reviewing and modifying, initiating and implementing internal control procedures within the overall UNFCCC procedures.
- Initiate and coordinate actions covering the entire span of human resources activities, e.g. recruitment, placement, career development, performance appraisal, management of posts etc..
- Plan, organise, implement, manage and oversee the financial and logistical aspects related to SDM meetings and workshops.
- Cooperate and coordinate with other servicing programmes in the secretariat to ensure that operational requirements are in place including oversight of SDM related needs and responsibilities related to procurement, travel and office space management.
- Prepares policy and analytical briefs on strategic partnership and resource mobilization issues.
- Provide expert guidance and leadership to SDM's junior staff under his/her supervision.

Requirements

- Advanced university degree in business or public administration, finance/accounting or law. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree.
- A minimum of seven (7) years progressively responsible experience in administrative management. At least three years of knowledge and practice of administrative, financial, and budgetary techniques used in an international environment. Practical experience in event management an asset.
- Proven supervisory capabilities. Good organizational skills and ability to work under pressure and respecting deadlines
- Fluency in spoken and written English. Knowledge of a second UN language is an advantage

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>

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.**