



VACANCY ANNOUNCEMENT

Programme Management Officer, P-4
Means of Implementation division,
Technology Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
7 October 2022 23:59 hrs CET	VA 22/060/Mol	As soon as possible	One year 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 Means of Implementation (MOI) division, which provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

Within MOI, the Technology subdivision supports intergovernmental work and negotiations on matters related to technology development and transfer and related activities to support developing countries to accelerate their enhanced action on mitigation and adaptation. It also facilitates the effective implementation of mandated actions by the Technology Mechanism which assists developing countries to implement their technology actions to achieve the full implementation of the Convention and the Paris Agreement.

The Technology subdivision consists of two units: (1) Technology Policy and Strategy and (2) Technology Support and Implementation. This position is situated in the Technology Policy and Strategy unit. Under the direct supervision of the Manager (P-5), Technology sub-division, and the general guidance of the Director, MOI division, you will be responsible for leading the Technology Policy and Strategy unit of the Technology sub-programme.

What you will be doing

In this capacity the Programme Management Officer is responsible for providing technical and administrative leadership to a team of professional and general service staff in the development of environmentally sound technology policy and strategy activities. You will also support the intergovernmental work and negotiations under different bodies to the UNFCCC on policy and strategic issues relating to the development and transfer of technologies and is expected to perform complex substantive work of the unit.

The Key Results/Accountabilities are:

- Strategy and policy development;
- Support for the coherent and effective implementation of the Technology Mechanism;



Support to the intergovernmental processes on policy and strategic issues relating to development and transfer of technologies;
Lead the Strategy and Policy unit.

Your responsibilities

Particular activities of your role will include the following:

1. Strategy and policy development related to the development and transfer of technologies to support enhanced action on mitigation and adaptation to climate change:

a. Develops strategic options regarding the MOI's and the secretariat's efforts to support the effective and coherent implementation of the Technology Mechanism established by the Cancun Agreement in support of the enhanced cooperative action on technology development and transfer and the overall objective of the Convention and to also serve the Paris Agreement in accordance with Article 10 of the Paris Agreement. Conducts policy evaluations and impact analysis of international, regional and national regulatory developments on technology and its related areas. Provides authoritative guidance in technology related areas to other teams in the secretariat;

b. Provides leadership with accountability for the planning and implementation of the programme's strategic work on technology development and transfer and its related areas, work plan development, delegation of responsibilities, as well as coordination and monitoring to ensure attainment of the relevant objectives. Coordinates and oversees in-house policy development, including the development of proposals for strategic analytical work to be undertaken in support of the full implementation of the Technology Mechanism;

2. Taking a leading role in coordinating the work of the TEC to ensure the coherent and effective implementation of the Technology Mechanism:

a. Coordinates and facilitates the work of the Technology Executive Committee, including overseeing the planning and execution of the meetings of the TEC, providing strategic support to the Chair and Vice Chair of the TEC, coordinating the development and implementation of its work plan, strategic work and initiatives, and supporting substantive work of the TEC according to its agreed rolling workplan ; catalyzing the development and use of technology roadmaps and/or action plans at the international, regional and national roadmaps, developing, updating and maintaining the database of existing technology roadmaps and/or action plans and organizing expert meetings on this matter;

b. Coordinates the TEC engagement and collaboration with relevant constituted bodies and processes within and outside the Convention, the Financial Mechanism and other relevant entities.

c. Supports the Manager through technical and managerial tasks by responding to requests; supports internal MOI and secretariat wide cross programme collaboration to undertake specific tasks, prepares background and strategy papers on technology related policy matters for consideration by the Management as requested.

3. Taking a leading role in supporting to the intergovernmental work and process on policy and strategic issues relating to the development and transfer of technologies:

a. Advises the Manager on matters related to the design of policies and strategies for the sub-programme, assisting the manager in developing options for consideration by, and in providing substantive support to, the SBSTA/SBI subsidiary bodies (SBs), the COP and the CMA related to



- the development and transfer of technologies, taking into account guidance from the Parties;
- b. Develops technical papers and reports on environmentally sound technologies and technology transfer, including adaptation and mitigation technologies for sectors such as energy, transport, agriculture, forestry, and waste management. Guides the review of technical documents by experts. Develops all documents in a policy relevant matter;
 - c. Designs and develops cooperative programmes with other UN agencies and international organizations, national governments, academia, and the private sector on matters related to environmentally sound technology policies and strategies to enhance collaboration and mobilize their support for the implementation of the Technology Mechanism;
 - d. Ensures that Parties are effectively supported in negotiations to achieve their desired outcomes by overseeing the preparation of relevant documents and technical papers for consideration by the subsidiary bodies, the COP and the CMA;
 - e. Ensures that Parties are furnished with relevant information so they can take informed decisions and appropriate action by providing authoritative advice to the intergovernmental process on the analysis of policy issues related to technology development and transfer.
- 4. Resource Mobilization:** Enhances the secretariat's effectiveness in resource mobilization efforts through representational activities as well as by providing substantive input to the Secretariat's central Resource Mobilization activity.
- 5. Provides technical leadership for the Policy and Strategy unit:**
- a. Provides technical leadership with accountability for work plan development, delegation of responsibilities, coordination and monitoring, so as to ensure the attainment of the unit's work plan, goals and objectives;
 - b. Manages the unit's human resources component with accountability for proposing specific work activities, conducting performance appraisals and fostering teamwork.
- 6. Performs any other job related activity required to achieve the goals and objectives of the unit, the Technology subdivision, the MOI and the secretariat:** This includes representing the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.

Core competencies of your role:

Being Accountable: Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.



Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Managerial Competencies of your role:

Leading and Empowering Others: Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and gives staff autonomy in their areas of work, but remains accessible to staff at all levels, Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.

Your qualifications

Educational Background:

Required: Advanced university degree environmental science, economics, engineering, development studies or a related discipline. A first-level university degree in combination with 2 years of additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least seven (7) years of progressive and professional experience in an international organization with sound drafting and analytical skills on technology and policy related papers. Two years in an international environment is a requirement. Proven record of leading a team, a project or strategic workstream.

Language skills:

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

Specific professional knowledge and skills and Job-related skills:

Professional experience at the national and/or international level in climate change issues, technology development and transfer, development studies, research and analysis of public policy on climate change and technology development and transfer or related fields. Familiarity with policy formulation and interaction with various stakeholders including governments, international organizations, research institutions and private sector desirable. Experience in analyzing and preparing policy and strategy papers to promote cooperative action among relevant stakeholders on technology development and transfer and its related matters is an important asset. Knowledge of climate change issues and experience in international negotiations is highly desirable.



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 annual salary and allowances:
US\$ 75,602 to US\$ 83,826
(plus variable post adjustment, currently 23.6% 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.
