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**VACANCY ANNOUNCEMENT**  
**FINANCE, TECHNOLOGY AND CAPACITY BUILDING (FTC) PROGRAMME**  
**Technology Sub-programme**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 13/016/FTC</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>7 February 2013</b>
<b>DEADLINE FOR APPLICATION</b>	<b>8 March 2013</b>
<b>TITLE AND GRADE:</b>	<b>Programme Officer, P-4</b>
<b>POST NUMBER:</b>	<b>FCA-2925-P4-004</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 67,483 to 74,645 (without dependents)</b> <b>US\$ 72,467 to 80,348 (with dependents)</b> <b>(plus variable post adjustment, currently 52.3% of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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### Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

### Responsibilities

The FTC Technology sub-programme consists of two units: (1) Technology Policy and Strategy and (2) Technology Support and Implementation. Under the direct supervision of the Manager of the Technology sub-programme, and the general guidance of the Coordinator of the FTC programme, the incumbent is responsible for leading the Technology Support and Implementation unit of the Technology sub-programme. In this capacity he/she is responsible for providing strategic advice to ensure the implementation of an effective, coherent and integrated Technology Mechanism established under the Cancun Agreements and further defined by the Durban Outcomes. He/she also supports the intergovernmental work and negotiations under different bodies to the UNFCCC on matters related to development and transfer of technologies, taking into account guidance from Parties. The Key Results/Accountabilities are:

1. Support to the intergovernmental process on development and transfer of technologies;
2. Support the coherent and effective implementation of the Technology Mechanism;
3. Ensuring linkages with others work streams;
4. Lead the Technology Support and Implementation unit.

1. Takes a leading role in supporting the intergovernmental process related to development and transfer of technologies:

- Provides strategic advice and substantive support to the intergovernmental process on issues related to the development and transfer of technologies under the Conference of the Parties and

the subsidiary bodies through preparing strategy papers, background documents, annotations, briefing notes for the Chairs and Co-Chairs of the technology negotiating groups under different bodies, as well as provides timely inputs and support to the contact group meetings and informal consultations;

- Drafts background documents and technical papers and documents for consideration by Parties, in particular on issues related to technology support and implementation to enhance action on technology development and transfer to support action on mitigation and adaptation, as mandated by the COP and the subsidiary bodies;
- Coordinates and provides substantive support to the planning and organisation of intersessional workshops on issues related to technology development and transfer as mandated by Parties.

2. Takes a leading role in supporting the coherent and effective implementation of the Technology Mechanism:

- Coordinates and provides substantive support to ensure the full and effective operation of the Climate Technology Centre and Network (CTCN) by liaising with the host of the Climate Technology Centre (CTC) and the advisory board of the CTCN to facilitate information exchange on progress of work and activities of the CTC host and its Network and by performing any other follow-up actions required by the secretariat to support the work and activities of the CTCN as mandated by the Conference of Parties and its relevant subsidiary bodies;
- Coordinates and provides substantive support to the Technology Executive Committee in implementing its functions and work plan, in particular in providing overviews of technological needs, promoting and facilitating collaboration on the development and transfer of technology between the TEC and relevant stakeholders through the organization of thematic dialogues, and deliberating on ways to enhance the enabling environments for and address barriers to technology transfer;
- Coordinates the preparatory work and support (planning, organization and substantive services) for conducting a periodic independent review of the effective implementation of the CTCN, including by preparing recommendations for enhancing the performance of the CTCN for consideration by the Conference of the Parties.

3. Ensures linkages and coherence with other work streams within and outside the Convention:

- Liaises with partners and interested groups, and management in the secretariat, in the planning and implementation of activities related to development and transfer of technologies; fosters collaboration and partnership with relevant constituted bodies and processes within and outside the Convention, including the Adaptation Committee, the Standing Committee on Finance, the Board of the Green Climate Fund, and the Global Environment Facility on their relevant work and activities, and contributes to cross programme collaboration on other work related to Nationally Appropriate Mitigation Actions (NAMAs) and National Adaptation Plans (NAPs), the Registry and MRV of support;
- Leads the mobilization of support for the work undertaken by the TEC and the secretariat through engagement of stakeholders at the international, regional and national levels, by establishing institutional interfaces and communication channels at different levels, including by organizing workshops and roundtables, and launching and compiling call for public inputs;
- Coordinates the organization of a training programme on preparing technology transfer projects for financing for developing countries, in collaboration with relevant international organizations and initiatives;

4. Coordinates the development, update and maintenance of the technology information platform within the technology transfer clearing house (TT:CLEAR):

- Takes the lead role in the design and management of a new technology information platform within TT:CLEAR in support of the outreach activities and initiatives of the TEC;

- Manages the TT:CLEAR by liaising with the ITS programme and FTC KMU in updating and maintaining the system and database;
  - Coordinates the information, knowledge sharing and outreach activities of the Technology sub programme and the TEC through the publication of user friendly promotional material.
5. Provides technical leadership for the Technology Support and Implementation unit:
- Provides technical leadership with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's work plan goals and objectives;
  - 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 Technology Support and Implementation unit, the Technology sub-programme, the FTC and the secretariat, including representing the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.

### **Essential Requirements**

**(Only candidates who meet the requirements stated below will be considered.)**

**Educational background:** Advanced university degree in environmental science, economics, engineering, development studies or a related discipline. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree.

**Experience:** At least seven (7) years of progressive and professional experience in an international organization with strong drafting and analytical skills on technology and policy related papers. Two (2) years in an international environment is a requirement. Proven record of leading a team, a project or strategic work stream.

**Specific professional knowledge and Job-related skills:**

- At least seven years of relevant progressive and 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
- Strong negotiation, analytical and strategic thinking/planning skills are desirable

**Language requirements:** Fluency in English (oral and written). Working knowledge of another UN language desirable

### **Expected competencies**

**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, should 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.**