United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Process Management Unit (PMU)

VACANCY ANNOUNCEMENT NO:	**VA 13/053/SDM**
PUBLICATION/TRANSMISSION DATE:	**07 August 2013**
DEADLINE FOR APPLICATION	**05 September 2013**
TITLE AND GRADE:	**Programme Officer, P-3**
POST NUMBER:	**CDM-2933-V510-P3-009**
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 international political process to address climate change. The United Nations Climate Change Secretariat supports the Convention and its Kyoto Protocol through a range of activities.

The Sustainable Development Mechanisms (SDM) Programme supports the development and implementation of market-related mechanisms under the UNFCCC and the Kyoto Protocol, including the Clean Development Mechanism (CDM) and Joint implementation (JI).The core responsibility of Process Management Unit is to manage the proper governance of the CDM, JI and the intergovernmental negotiating bodies, including their planning, meetings, decision-making processes and regulatory management processes, as well as to manage the delivery of secretariat products to these bodies. These posts are located within the Regulatory Management Team, which provides overall management of the CDM and JI regulatory frameworks and develops and maintains procedures and the cornerstone regulations of the CDM and JI.

Responsibilities

1. The incumbent, prepares and recommends new and revised regulations governing the mechanisms of the Kyoto Protocol to the appropriate constituted bodies under the Kyoto Protocol (e.g. CDM Executive Board, JI Supervisory Committee), based on policy and the interpretation of legal requirements of the decisions of the CMP, the Kyoto Protocol and the constituted bodies;

2. Provides advice of a policy and legal nature to the constituted bodies and other secretariat teams on the development and implications of regulations to implement decisions of the CMP and the mechanisms of Kyoto Protocol;

3. Reviews and analyses the documentation and regulations of the constituted bodies of the Kyoto Protocol (e.g. meeting reports, standards, procedures, guidelines) and recommends improvements in the clarity, effectiveness and applicability of the regulatory frameworks of Kyoto Protocol's mechanisms, and enhancements in the strength and efficiency of their procedures and processes;

4. Coordinates and oversees the work of junior staff in the Team in developing, reviewing and analyzing the documentation of constituted bodies of the Kyoto Protocol to ensure the appropriate strategic direction, quality, clarity and consistent use of terminology, as well as its conformity to any adopted decision or ruling frameworks (e.g. the CDM Hierarchy of Decisions);

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5. Provides analysis and recommendations in the implementation of a framework system for planning, developing, implementing and evaluating the regulations that govern the mechanisms of the Kyoto Protocol, as well as strengthening compliance with the mechanisms' requirements;

6. Represents the secretariat and the constituted bodies in relation to the regulatory frameworks of the Kyoto Protocol mechanisms, including proposed developments, and legal requirements of the decisions of the CMP to the constituted bodies of the Kyoto Protocol;

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

Education: First level university degree in law or related field

Experience: At least five (5) years of legal experience, including experience in the development of environmental regulations and compliance systems. One year of relevant experience in an international work environment is an asset. Experience in the CDM is an asset.

Specific professional knowledge: Knowledge and a proven track record relating to policy development and advice; drafting of legal documents and regulation; development of regulatory compliance systems.

Job-related skills: Demonstrated knowledge of analysing regulatory processes; high quality of written and oral communication skills and good interpersonal skills.

Language requirements: Fluency in written and spoken English.

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.
4. Salary and allowances: US$ 56.091 to 62.803 (without dependents)
   US$ 60.091 to 67.387 (with dependents)
   (Plus variable post adjustment, currently 46.9% of net salary) plus other UN benefits as indicated in the following link:
   https://unfccc.int/secretariat/employment/conditions-of-employment.html