United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

**VACANCY ANNOUNCEMENT**

**SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**

**Project and Entity Assessment (PEA) Unit**

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| **VACANCY ANNOUNCEMENT NO:** | **VA 13/078/SDM** |
| **PUBLICATION/TRANSMISSION DATE:** | **5 November 2013** |
| **DEADLINE FOR APPLICATION** | **4 December 2013** |
| **TITLE AND GRADE:** | **Associate Programme Officer, P-2** |
| **POST NUMBER:** | **CDM-2933-V540-P2-002** |
| **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 supports 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 core responsibility Project and Entity Assessment Unit (PEA) is the provision of technical advice to the EB/JISC, and appropriate support bodies to ensure that project activities and Designated Operational Entities (DoEs)/Accredited Independent Entities (AIEs) comply with the applicable standards.

## Responsibilities

The Associate Programme Officer post is located in the Project and Entity Assessment Unit of the SDM programme which supports the assessment of operational entities, registration/ issuance of CDM projects and determination/ verification of JI projects. The incumbent reports to the Manager, Project and Entity Assessment (PEA) Unit. He/she is accountable for the initial analyses and evaluation of the technical requirements of the project related assignments and provides support to the complete process of technical evaluation. The key results expected are:

- Initial evaluation of project related submissions by the DOE and assignment to concerned team/CDM experts for complete examination.
- Support to the complete process of technical evaluation including completeness checks.

1. Evaluation of project related submissions by the DOE and assign to concerned team/CDM experts for complete examination

- Reviews, analyses and evaluates the project related submissions by the DOE and assigns projects in their area of work to specific teams within PEA or to external CDM experts and consultants based on their known competences.

- Ensures that CDM Experts receive the necessary project specific information required for them to expeditiously perform their work.

2. Ensures support to the complete process of technical evaluation including completeness checks.

- Ensures technical integrity, accuracy, completeness and compliance of the substantive inputs of external CDM experts against the applicable technical requirements.

- Coordinates and provides substantive policy and technical guidance/supervision to support staff in the scheduling and commencement of the substantive elements of the work related to completeness checking and subsequent project assessments within the PEA Unit.

- Supports the manager and the various Team Leads with relevant and timely responses for the PP/DOE project specific issues identified during validation / verification process.

- Develops information products and necessary tools to produce up to date information regarding the status of project-related submissions and this for the use of the CDM website, workshops, reports etc.

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

**Education:** First level university degree (Bachelor or equivalent) in economics, finance, environmental science, engineering or a related discipline.

**Experience**: At least three (3) years of professional relevant experience that includes coordination and project management of time-sensitive processes, preferably with a focus on quality assurance. Work experience with project based-mechanisms, regulation or technical/financial assessments is an asset.

**Specific professional knowledge and job related skills:** Excellent knowledge of Windows-based software including Word, Excel and Power Point. Knowledge of Access as well as experience on electronic workflow systems is an asset.

**Job-related skills:** Good planning and organizing skills, communication and collaboration skills.

**Language requirements:** Fluency in English. Working knowledge of other UN languages an asset..

**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: USD 46,730 to 52,645 net (without dependents)
   USD 49,821 to 56,347 net (with dependants)
   (plus variable post adjustment, currently 54.4% of net salary),
   plus other UN benefits as indicated in the link below:
   **https://unfccc.int/secretariat/employment/conditions-of-employment.html**