



VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Quality and Project Management (QPM) Unit

VACANCY ANNOUNCEMENT NO:	13/059/SDM
PUBLICATION/TRANSMISSION DATE:	29 July 2013
DEADLINE FOR APPLICATION	27 August 2013
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	CDM-2933-V590-P3-005
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 Quality and Project Management Unit (QPM) is responsible for providing Quality, Project, Data, and IT relationship management support to SDM. Key functions of the unit include: Implementing processes and tools to support SDM in meeting quality objectives in its products, processes, and services; providing tools and processes to support the effective implementation of projects in SDM; ensuring that SDM IT related needs are identified and translated into products for delivery by the ITS programme; and collecting, analysing, and interpreting data to support decision-making.

Responsibilities

The Programme Officer post is located in the Quality Management Team (QMT) of the Quality and Project Management Unit (QPM) of the Sustainable Development Mechanisms (SDM) programme.

The Quality Management team facilitates the development and implementation of processes and tools to support SDM in meeting quality objectives in its products, processes, and services. The team will also facilitate the appropriate streamlining of existing processes and will also identify, prioritise, and introduce new or improved processes as required according to best practise based on their contribution in achieving substantial improvements and/or lowering of the risk of producing unsatisfactory outcomes. The improvement processes that the QMT is responsible for implementing are highly dependent on SDM-wide collaboration, support, and reliable data and information.

Under the direct supervision of the Team Lead- QMT, the incumbent will support the development, and deployment of appropriate and tailored quality management processes and tools within SDM, including the identification, prioritization, planning, and reporting of quality initiatives.

The key results expected are:

- Development of fit-for-purpose quality management processes and tools;
- Management of the collection, review and reporting of KPIs for routine operations in SDM;
- Development and dissemination of quality related information.

I. Development of various SDM tailored quality management processes and tools:

- Designs an approach to review, manage, measure, and improve SDM processes in a systematic and collaborative way (in consideration of quality criteria, risks to be managed and the efficiency and effectiveness of processes);
- Develops and disseminates processes, tools and templates in order to standardize how processes are documented, reviewed, and improved;
- Designs, obtains buy-in and implements a suitable and sustainable programme-wide QMS and monitors its implementation and ensures subsequent continual improvement;
- Guides the design and delivery of quality related training (in collaboration with the SDM Skills Development Team);
- Ensures the effective management of all the activities of SDM Quality Task Force;
- Designs and implements data capture and reporting templates (i.e., leveraging SharePoint) for reporting key performance indicators for routine activities.

II. Development and dissemination of information

- The development of regular reports to the QPM Manager for consolidation into the QPM reports to SMC;
- Analyses, compiles and writes a variety of reports, documents, background papers, briefings;
- The development and execution of a communications plan in collaboration with other QPM teams and the SDM Communications team.

Essential Requirements

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

Education: First level university degree in management, business administration, engineering, or other related discipline.

Experience: A minimum of five years of progressively responsible work experience in at least one of the following areas: Planning, designing, implementing, and / or evaluating processes, management systems, or initiatives (e.g., quality management systems, etc.) and designing or assessing the performance of processes.

Specific professional knowledge: Working knowledge of quality management principles, tools, and approaches. Knowledge of lean / efficiency principles tools, and approaches would be an advantage.

Job-related skills: Good collaboration and consultation skills, good planning and organizational skills, ability to think creatively in identifying and implementing sustainable and measurable improvements

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 below link:
https://unfccc.int/secretariat/employment/conditions-of-employment.html