



**TEMPORARY APPOINTMENT
MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME**

ANNOUNCEMENT NO:	13/TA34/MDA
PUBLICATION/TRANSMISSION DATE:	23 August 2013
DEADLINE FOR APPLICATION:	06 September 2013
TITLE AND GRADE:	Programme Officer (Team Lead), P-4
INDICATIVE MONTHLY SALARY:	USD 5,623 to 6,220 net (without dependents) USD 6,038 to 6,695 (with dependants) plus variable post adjustment, currently 49.2 of net salary), plus other UN benefits
DURATION OF APPOINTMENT:	As soon as possible for an initial period of 364 days
DUTY STATION:	Bonn, Germany

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 Mitigation, Data and Analysis (MDA) programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments. MDA is also responsible for the substantive support of the international transaction log and registry systems under the Kyoto Protocol.

Responsibilities

The Programme Officer post is located in the non-Annex I Support (NAIS) sub-programme, which consists of three units: (1) National Communications Support (NCS), (2) Nationally Appropriate Mitigation Actions (NAMA) & Registry and (3) Response Measures (RM). The incumbent serves as the RM team leader, leads the development of mitigation communication and outreach materials for NAIS and is accountable for coordination and technical leadership in the area of support to Parties as they strive to understand, minimize and report on the adverse economic, social and environmental impacts of implementation of response measures on other Parties, especially developing country Parties, as well as being responsible for the economic diversification initiative. The Programme Officer also performs the more complex substantive work of the unit. The incumbent reports to and receives guidance from the NAIS sub-programme Manager. The particular functions are:

1. Response Measures (RM) Unit Team Leader:
 - a. Provides technical leadership with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives in the area of response measures pertaining to the intergovernmental processes related to understanding and minimizing the adverse economic, social and environmental impacts of implementation of response measures on other Parties, especially developing country Parties, support to NAI Parties in reporting on response measures in biennial update reports, support to the forum and work programme on impacts of implementation of response measures.
 - b. Manages the RM human resource component with accountability for proposing specific work activities in accordance with evolving mandates, drafting job descriptions, drafting recruitment requests including interview questions and participation on panels, conducting performance appraisals of unit staff as first line supervisor, identifying training needs and counselling staff on performance issues as well as providing career development guidance. Fosters teamwork

among staff in the unit and other units in the sub-programme, the MDA Programme and wider secretariat.

2. Support to inter-governmental processes:
 - a. Ensures that the team provides effective support to Parties, especially non-Annex I Parties in their work on impact of implementation of response measures, by coordinating the support to non-Annex I Parties in fulfilment of their reporting requirements on response measures under the Convention, including reporting in national communications and biennial update reports;
 - b. Ensures that the team provides effective support to implementation of response measures-related activities under the Convention and Kyoto Protocol through the provision of effective, coordinated and coherent cross-cutting support to the work of the secretariat in identifying the impact of the implementation of response measures as laid out in corresponding mandates;
 - c. Ensures the enhancement of national/international action on mitigation of climate change by monitoring data and information pertaining to economic, environmental and social consequences of impacts of the implementation of response measures in official documents and working groups, synthesizing the information and preparing analytical reports on individual country situations as well as on the overall impact of response measures; and
 - d. Ensures Parties are furnished with relevant and authoritative information to support their decision-making by providing technical guidance to inter-governmental processes on analyses of policy issues related to the adverse economic, social and environmental impacts of implementation of response measures.

3. Support to the Forum and Work Programme:
 - a. Ensures that the team provides administrative and substantive support to Forum on the impact of the implementation of response measures;
 - b. Ensures that the team supports the operationalization of the work programme on the impact of the implementation of response measures under the Forum by convening workshops and meetings, consulting and receiving input from experts, practitioners and relevant organizations and preparing reports and technical papers; and
 - c. Ensures identification, analysis and provision of guidance on effective means of sharing of information and expertise, including reporting and promoting understanding of positive and negative impacts of response measures; cooperation on response strategies; assessment and analysis of impacts; exchange of experience and discussion of opportunities for economic diversification and transformation; economic modelling and socio-economic trends; just transition of the workforce, and the creation of decent work and quality jobs; and building collective and individual learning towards a transition to a low greenhouse gas emitting society.

4. Mitigation related communication and outreach materials:

Develops and ensures the implementation of NAIS communication and outreach strategy related to nationally appropriate mitigation actions by developing countries and their associated measurement, reporting and verification processes. Liaises with the UNFCCC Communication and Outreach programme and other international and bilateral organizations to ensure effective implementation of the strategy.

5. Support to Economic diversification initiative:

Ensures the effective support is provided to developing country Parties as they seek to identify and prepare national economic diversification strategies, plans and/or programmes that have mitigation, adaptation and response measures co-benefits.

6. Representation:

Represents RM and the sub-programme with counterparts in other UN organizations during consultations, providing advice and information on non-controversial issues, strengthening existing and building new partnerships. Communicates with governmental and non-governmental officials and experts include provision of authoritative procedural guidance and substantive technical support as well as soliciting/enhancing cooperation. Serves as lead officer in support of negotiations on understanding, minimizing and reporting on the adverse economic, social and environmental impacts of implementation of response measures on other Parties, especially developing country Parties.

7. **Resource Mobilisation:**
Enhances the Secretariat's effectiveness in resource mobilisation efforts through representational activities as well as by providing substantive input to the Secretariat's central Resource Mobilisation activity.
8. **Knowledge Management:**
In partnership with the Secretariat's Knowledge Management programme, contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to the UNFCCC's mandate, processes, practices and lessons learned.
9. Performs any other job related activity required to meet the overall MDA programme as well as secretariat-wide mandates, goals and objectives, including deputizing for the Manager as needed.

Essential Requirements

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

Educational background: Advanced university degree in engineering, economics, environmental or natural sciences, or related areas. 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 professional experience, including on issues related to climate change, national mitigation actions, policies and measures. Three (3) years of relevant experience in an international setting is a requirement.

Specific professional knowledge: Expert knowledge in climate change mitigation assessment and analysis of the impacts of mitigation actions is required as well as an in-depth knowledge and understanding on economic diversification processes.

Job-related skills: Familiarity with the political and intergovernmental negotiations on adverse economic, social and environmental impacts of implementation of response measures and experience in liaising with international and bilateral organization would be an asset. Understanding of reporting requirements under the UN Framework Convention on Climate Change and its Kyoto Protocol is desirable.

Language requirements: Fluency in written and spoken English is essential. Working knowledge of another UN language is 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.**