



## VACANCY ANNOUNCEMENT

(Issue date: **13 February 2009**)

<b>VACANCY NOTICE NO.:</b>	<b>NA-09-07</b>
<b>ORGANIZATION:</b>	<b>UNEP/DTIE</b>
<b>DUTY STATION:</b>	<b>Bangkok, Thailand</b>
<b>FUNCTIONAL TITLE:</b>	<b>Project Manager, Climate Change Network</b>
<b>GRADE:</b>	<b>L-4</b>
<b>BAC NUMBER:</b>	<b>CPL-5070-3744-2647-1103</b>
<b>DURATION:</b>	<b>One Year (renewable)</b>
<b>CLOSING DATE:</b>	<b>13 March 2009</b>

### Background:

The United Nations Environment Programme (UNEP) is the United Nations systems designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Technology, Industry and Economics (DTIE) works with international and non-governmental organizations, national and local governments, business and industry to develop and implement policies, strategies and practices that are cleaner and safer, incorporate environmental costs, use natural resources efficiently, reduce pollution and risks for humans and the environment, and enable the implementation of conventions and international agreements. The position is within the Energy Branch's Technology Transfer Unit, which contributes to the organization's climate change programme by promoting the deployment and finance of energy efficient and low greenhouse gas technologies in developing countries.

### Duties and Responsibilities:

Overall, the incumbent will head a small team implementing a new UNEP project in South East Asia ("the South-East Asia Climate Change Network"). The project will use a regional networking approach to improve the development and exchange of knowledge among climate change professionals, principally National Climate Change Focal Points, focusing on climate change mitigation, sustainable energy technologies, energy efficiency and finance. By fostering interaction and exchange of experience among these officials and giving them the means to exchange knowledge and conduct joint analysis of climate change issues of particular interest or concern, the project will speed development of good policies and accelerate the uptake of climate friendly technologies. This will help governments meet the objectives of the UN Framework Convention on Climate Change (UNFCCC), through activities undertaken by the private sector and other non-government entities.

Under the joint supervision of the Head, Technology Transfer Unit, Energy Branch, DTIE and the Director, Regional Office for Asia and the Pacific (ROAP), the incumbent will specifically:

1. Initiate and Build a Network of Climate Change Officials
  - a) Establish a network of climate change officials in countries in Southeast Asia that improves exchange of knowledge and experience and promotes country to country cooperation.
  - b) Oversee the organization of meetings of network members, including UNFCCC focal points

- and developing country participants.
  - c) In consultation with Network members, prepare structured meeting agendas.
  - d) Commission on behalf of the members short, focused pieces of analysis on climate change issues of wider mutual interest for Network discussions and nationally based activities.
  - e) Identify and invite experts to support the Network members.
  - f) Maintain day-to-day contact with the national focal points, provide information and back-up support, answer queries, and foster additional exchange among the members.
2. Provide Targeted Support to National Climate Change Offices and National Activities
    - a) Coordinate support for national activities that build capacity or strengthen skills of climate change officials in the network member countries.
    - b) With national partners, identify opportunities for offering targeted support, particularly when successful approaches can be adopted by other countries.
    - c) Identify the climate change technologies (both for mitigation and adaptation) that would be relevant for the targeted countries.
    - d) Assist National Climate Change Focal Points in identifying specific technologies that might be developed or adopted at the national /regional level, and in implementing pilot projects.
    - e) Oversee the quality of the technical and policy support to network members on climate change issues provided by subordinate project staff.
    - f) Prepare Terms of Reference for consultants, identify suitable experts, and monitor the quality and timeliness of advisory services provided.
    - g) Support development of specific programmes or approaches that hasten technology transfer by contributing to a clear understanding of barriers existing at the national level and ways in which they can be overcome.
  3. Contribute to UNEP's Overall Climate Change Mitigation and Technology Transfer Efforts
    - a) Support the implementation of the regional elements of UNEP's climate change programme in the areas of climate change mitigation in close coordination with the global and regional climate change coordinators.
    - b) Supervise the collection and analysis of information on the broad range of technology transfer issues, including technology and market developments, regulatory developments, new approaches and mechanisms for transfer of technologies and development of markets, political developments, and changes in public opinion.
    - c) Prepare briefings, draft correspondence and respond to requests for information on issues related to the project and climate change technology issues in Asia.
    - d) Represent UNEP at conferences, intergovernmental meetings, professional seminars, and similar events.
    - e) Contribute to the knowledge management process within the Technology Transfer Unit, the Energy Branch, and in other parts of DTIE and UNEP, ensuring regular sharing of information, lessons learned, experience, and knowledge on climate change and technology transfer.
    - f) Ensure efficient and effective external communications on the project and its results with a range of audiences by working closely with staff in UNEP's Division of Communication and Public Information on the design and execution of communications efforts.
  4. Project Management and Administration
    - a) Oversee as first reporting officer subordinate project staff, set performance goals and monitor staff performance.
    - b) Monitor project budgets and expenditures and prepare required financial and substantive progress reports.

**Qualifications:**

**Education:**

An advanced university degree in engineering, economics or energy technology. A first university degree with qualifying experience may be accepted in lieu of the advanced degree.

**Experience:**

At least seven years of work experience, of which some at the international level, in sustainable energy technologies, energy efficiency, technology transfer, or development cooperation programmes.

**Competencies:**

1. Professionalism: Knowledge of the technology and policy aspects of climate change mitigation in developing countries and the UN Framework Convention on Climate Change (UNFCCC) and the ability to implement theories in practice. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
2. Performance Management: Be able to lead a team and ensure that roles, responsibilities and reporting lines are clear to all team members. Motivate team and monitor progress against milestones and deadlines. Encourage creativity and support staff development.
3. Respect for Diversity: Ability to initiate and promote collaborative approaches and implement joint activities undertaken by geographically and culturally disparate partners. Ability to work effectively with a wide range of stakeholders.

**Languages:**

English and French are the official languages of the UN Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of other official UN languages is an asset.

**Other Desirable skills:**

Excellent computer skills (Word, Excel, PowerPoint) are required.

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. **See UN website**  
[http://www.un.org/Depts/OHRM/salaries\\_allowances/index.html](http://www.un.org/Depts/OHRM/salaries_allowances/index.html)

**Preference will be given to equally qualified women candidates.**

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All applications to be sent to the following address on or before the deadline of **13 March 2009**. Applicants should send a completed United Nations P.11 or Galaxy Personal History Form together with a covering letter of one to two pages summarizing how they meet the requirements of the job to:

UNEP Regional Office for Asia and the Pacific  
United Nations Building, 2nd Floor  
Rajdamnern Nok Avenue  
Bangkok 10200, Thailand  
e-mail: [mirahong@un.org](mailto:mirahong@un.org)

UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the email address above.

**PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-09-07**

**UNEP does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee please contact: [recruitment@unon.org](mailto:recruitment@unon.org).**