

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

<b>VACANCY NOTICE NO.:</b>	<b>NA-09-08</b>
<b>ORGANIZATION:</b>	<b>UNEP/DTIE</b>
<b>DUTY STATION:</b>	<b>Bangkok, Thailand</b>
<b>FUNCTIONAL TITLE:</b>	<b>Policy Project Officer, Climate Change Network</b>
<b>GRADE:</b>	<b>L3</b>
<b>Post Number:</b>	<b>CPL-5070-3744-2647-1101</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 be a member of 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, focussing 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), including through activities undertaken by the private sector and other non-government entities.

Under the supervision of the Project Manager, Climate Change Network and the Head, Technology Transfer Unit, Energy Branch DTIE, the incumbent will:

**1. Support to the Network of Climate Change Officials:**

- a) Participate in the organization of network members meetings, providing background information and suggesting priorities for debate in relation to climate change policy issues.
- b) Produce focused pieces of analysis on climate change issues of wider mutual interest for Network and nationally based activities.
- c) Identify and invite experts to support the Network members and elaborate study cases to be disseminated among the network.
- d) Maintain day-to-day contact with the national focal points and their staff, provide information and back-up support, answer queries, and foster additional exchange among the members.
- e) Maintain and update a database on climate change policies through a website and/or other instruments

such as a newsletter.

2. Provide Targeted Support to National Climate Change Offices and National Activities:

- a) Support national activities that build capacity or strengthen skills of climate change officials in the network member countries.
- b) Identify good opportunities for offering targeted support, particularly when successful approaches can be adopted by other countries.
- c) Provide technical and policy support to network members on climate change issues and regulatory frameworks, including those related to the Clean Development Mechanism.
- d) Prepare Terms of Reference for consultants, identify suitable experts, and monitor the quality and timeliness of advisory services provided.
- e) Support development of specific programmes or approaches that hasten the adoption of climate change policies by contributing to a clear understanding of barriers existing at the national level and ways in which they can be overcome.
- f) Support the national climate change focal points and national climate change officers in improving the National Communications and National Adaptation Programmes of Action submitted to the UNFCCC Secretariat.

3. Contribute to UNEP's overall climate change mitigation and technology transfer efforts:

- a) Collect and analyze information on the broad range of climate change issues, including regulatory developments, new approaches and mechanisms for the adoption of climate change initiatives, political developments, and changes in public opinion.
- b) 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.
- c) After the establishment of similar networks in other regions (e.g. Latin America, Africa, NIS), contribute to the transfer of knowledge and the network results to his or her counterparts.

**Qualifications:**

**Education:**

An advanced university degree in areas related to engineering, economics or energy technology. A first university degree in one of these areas with a relevant combination of professional and academic qualifications is acceptable.

**Experience:**

At least five years of work experience in the specific area associated with the post, including related to sustainable energy technologies, energy efficiency, or development cooperation programmes.

**Competencies:**

1. Professionalism: Knowledge of the policy aspects of climate change mitigation in developing countries and the UN Framework Convention on Climate Change (UNFCCC). Ability to initiate and promote collaborative approaches and implement joint activities undertaken by geographically and culturally disparate partners. . Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
2. Teamwork: Works collaboratively with colleagues to achieve organizational goals.
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 working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is an absolute requirement.

**Other Desirable Skills**

Excellent computer skills (Word, Excel, PowerPoint) are also 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-09-08**

**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).**