

Task Force on National Greenhouse Gas Inventories (TFI)

The TECHNICAL SUPPORT UNIT of the IPCC Task Force on National Greenhouse Gas Inventories wishes to recruit a **Programme Officer** (1 Post)

Position	➤ Programme Officer in the Technical Support Unit of the IPCC Task Force on National Greenhouse Gas Inventories.
Location	IGES, Hayama, Japan
Term	Until June 2020, initial 6 months on probation.
Salary	5,439,000 to 7,003,000 Japanese Yen (before deduction of tax) depending on qualifications and experience + benefits The salary will be revised every year depending on the performance in the previous year.
Availability	As soon as possible
Closing date	Applications should be received by 31 January 2017.

The Technical Support Unit of the IPCC Task Force on National Greenhouse Gas Inventories (TFI TSU) wishes to recruit an expert in cross-cutting issues on national greenhouse gas inventories that are covered in Volume 1 (General Guidance and Reporting) of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories for the position of Programme Officer in the TFI TSU. This will be a fixed term appointment until June 2020, preferably starting by the beginning of May 2017.

### **Background**

The Institute for Global Environmental Strategies (IGES) hosts the TFI TSU. The Intergovernmental Panel on Climate Change (IPCC)<sup>1</sup> established the Task Force on National Greenhouse Gas Inventories (TFI) in 1998 and accepted the offer of the Government of Japan to set up and provide financial support for the TFI TSU to be located at IGES. (As host, IGES will contract staff on behalf of the TFI TSU.)

The TFI TSU, inaugurated in September 1999, currently works under the guidance of the Task Force Bureau (TFB) comprising IPCC-elected experts from 14 IPCC member nations. Its main focus is supporting the compilation of national greenhouse gas inventories by the production of guidelines. Further information including the IPCC Guidelines for National Greenhouse Gas Inventories, is available at <http://www.ipcc-nggip.iges.or.jp/>.

The primary focus of the National Greenhouse Gas Inventories Programme (hereafter referred to as "Programme") undertaken by the TFI is the development of internationally-agreed methodologies for the preparation of national greenhouse gas inventories and promulgation of these methodologies. The Programme is managed to ensure that relevant

<sup>1</sup> The Intergovernmental Panel on Climate Change (IPCC) was established in 1988 by the World Meteorological Organization (WMO) and the United Nations Environment Programme (UNEP) to assess the available scientific, technical, and socio-economic information in the field of climate change.

governments, and inter-governmental and non-governmental organisations are adequately engaged, while maintaining the highest scientific integrity and technical quality. The tasks for development of methodologies and good practice guidance in inventory preparation are normally undertaken by experts outside the TFI TSU with particular scientific/technical knowledge. The TSU is responsible for quality assurance of the products as well as managing the process.

The TFI also develops and improves various tools supporting inventory compilers such as the IPCC Emission Factor Database (EFDB) and the IPCC Inventory Software, and the TFI TSU manages these tools.

The TFI TSU is comprised of highly professional individuals, who undertake a wide range of scientific and technological duties as part of the Programme, including collection, management and dissemination of information related to GHG inventories. The work of TFI TSU involves preparations for meetings of experts and support to these experts, editing of draft reports, management of any IPCC review process and a wide variety of additional tasks required for implementation of the Programme.

### **Role and Responsibilities**

The Programme Officer will be stationed at IGES, Hayama, Japan. The role of the Programme Officer is to support the Head of TFI TSU and carry out scientific and technical services under the Programme under the guidance of the Head of TFI TSU.

The responsibilities of Programme Officer are:

1. Deal with scientific and technological aspects of the Programme relating to at least one sector of national greenhouse gas inventory, under the guidance of the Head of TFI TSU, with a view to providing methodological and technical guidance to the experts involved in the preparation of their national greenhouse gas inventories.
2. Carry out the activities necessary to complete and deliver products under the Programme. This responsibility includes assisting in:
  - organising IPCC expert meetings, workshops and other meetings in various parts of the world;
  - preparing, editing and publishing technical and policy-relevant documents;
  - collecting, collating and managing relevant information and data sets, managing international expert and government review procedures;
  - providing oral and written reports to meetings under the auspices of the IPCC, the United Nations Framework Convention on Climate Change (UNFCCC) and other relevant bodies as necessary;
  - preparation and revision when necessary of a work plan and budget; and
  - implementing budget management and other duties as required.
3. Continuously review the need for improvement of the IPCC Guidelines for National Greenhouse Gas Inventories. This includes maintaining an awareness of the relevant scientific and technical literature and identifying emerging policy-relevant needs within the UNFCCC framework.
4. In the development of the work plan, co-ordinate closely with counterparts in the relevant international organisations, including the IPCC Secretariat, the UNFCCC Secretariat, as well as other interested partners, following the instructions of the Head of TFI TSU.
5. Represent the TFI and the IGES following the instructions of the Head of TFI TSU and provide technical guidance and information at meetings of, and in discussion with, relevant international forums and organisations.
6. Following the instructions of the Head of TFI TSU, contribute to IGES research activities and wide operations such as capacity development/knowledge management and networking/outreach.

### Specific requirements, Principal qualifications and core competencies

- 1) Higher University degree in relevant discipline(s).
- 2) A demonstrated expertise in cross-cutting issues on national greenhouse gas inventories that are covered in Volume 1 (General Guidance and Reporting) of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories. Familiarity with national greenhouse gas inventory compilation and development will be an advantage.
- 3) Knowledge of, and familiarity with:
  - a. The 2006 IPCC Guidelines for National Greenhouse Gas Inventories, the Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories, the 2000 IPCC Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories, and the 2003 IPCC Good Practice Guidance for Land Use, Land-Use Change and Forestry, 2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands, 2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol will be advantageous.
  - b. Knowledge of the IPCC and UNFCCC (United Nations Framework Convention on Climate Change) processes would be an advantage.
  - c. Direct experience of the recent deliberations of the UNFCCC and IPCC will be an asset.
- 4) Excellent ability to write and speak English. The working language of the TFI TSU is English.
- 5) Good computer skills and knowledge of MS Office software.
- 6) The successful candidate will work in a multi-disciplinary and multi-cultural team. They will need to show:
  - a. a demonstrated capability for consensus building;
  - b. the ability to contribute as an effective member of a team;
  - c. a demonstrated commitment to continuous improvement and self-development;
  - d. perception and judgement in dealing with complex issues and a demonstrated ability to prioritise and deliver agreed outcomes with limited supervision;
  - e. capacity to carry out tasks to completion with enthusiasm, and initiative under minimum supervision.
- 7) Command of other UN language(s) will also be an asset.

### Terms and Conditions

The Programme Officer will be employed by IGES as a Researcher on a fixed term contract until June 2020.

Salary according to the IGES Research Staff scale (from 5,439,000 to 7,003,000 Japanese Yen (before deduction of tax) depending on qualifications and experience) plus benefits in accordance with IGES regulations including 50% of housing costs subsidised (up to Yen 50,000 per month); commuting fares by public transportation; moving costs for assuming the post and on departure after successful completion of duties. Insurance (health, employee pension, unemployment and workers' accident compensation) will be partly covered by IGES. Educational subsidies for children of non-Japanese staff are available, subject to IGES regulations.

The salary will be revised every year depending on the performance in the previous year. Performance will be measured by the quality of their contribution to the TFI TSU's goals and to the success of the TFI.

Conditions of employment of these positions are defined by the Regulations on Working of the Institute for Global Environmental Strategies. No tax exemption and no other privileges by Japanese authorities are applied to this position.

## How to Apply

Applicants should provide a detailed *curriculum vitae*, in English, that includes all the items listed below under “curriculum vitae”.

All supporting documents in a language other than English must be translated into English.

Completed applications and supporting documents should be sent to:

Mr. Andrej Kranjc  
Head, IPCC TFI TSU  
The Institute for Global Environmental Strategies (IGES)  
2108-11, Kamiyamaguchi, Hayama, Kanagawa,  
240-0115, Japan  
Fax: +81 46 855 3808

Or by email to: [tsu-vacancy@iges.or.jp](mailto:tsu-vacancy@iges.or.jp)

Email applications should be in MS Word readable files or pdf files; fax or ordinary mail will also be accepted.

An acknowledgement of receipt will be sent out to each applicant from TFI TSU. Only short-listed applicants will be contacted further. Please note that applicants should expect no other communication from either IGES or the IPCC. Unsuccessful short-listed candidates will be notified within one month of completion of the appointment procedure.

The time schedule for the recruitment process is expected to be:

Closing date for applications will be 31 January 2017  
Interviews of short-listed candidates will be in February/March 2017.  
Selection of candidates will be by mid-March 2017.

## Curriculum Vitae

The *curriculum vitae* is valid only for this vacancy at the TFI TSU unless you are informed otherwise.

Please inform us immediately of any changes in address during this period.

Your *curriculum vitae* and any supporting materials should be typed in English.

All the items listed below should be included in your *curriculum vitae*.

### **A. Personal Details**

- Family Name
- Other Name(s)
- Date of Birth (Format: dd/mm/yyyy)
- Nationality
- Marital Status/Family Members
- Contact Details – Address, Telephone, Email and Fax.
- Residence – Address, Telephone Number

**B. Educational Background**

- Education History. List your highest degree or other equivalent qualification first, followed by postgraduate diplomas and undergraduate degree(s). Please write out the complete title of your degree or qualification, along with its acronym.
- Relevant training courses

**C. Work Experience**

- Employment Record. List your most recent occupation first. Please give detailed information including: dates, employer, and address, and describe your duties and responsibilities.
- Indicate the type of organisation/company using one of the following: 1= government; 2= other public authority; 3 = private; 4= international organisation; 5= academic; 6= other (please specify)
- Professional Activities (e.g. committee member)
- Membership of Professional (Academic) Associations
- Relevant Expert Meetings / Workshops attended, and other international experience
- Any other special talents/qualifications

**D. Language Ability**

- Mother Tongue
- Other Languages, indicate ability for each as follows: speaking, reading, and writing. (fluent/medium/basic)

**E. Computer Knowledge and Skills**

**F. List of Publications**

**G. Awards**

**H. Two Referees (Please state names, titles, contact addresses, and Tel/Fax numbers of references.)**

**I. Availability. Indicate your availability.**