

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

Position	Head of Operations of the Technical Support Unit of the IPCC Task Force on National Greenhouse Gas Inventories
Location	Institute for Global Environmental Strategies (IGES), Hayama, Japan
Term	From day of arrival at new post to June 2025, initial 6 months on probation. Renewal subject to satisfactory performance.
Salary	10,000,000 Japanese Yen per annum minimum (before deduction of tax) depending on qualifications and experience, allowances + benefits along IGES internal rules
Closing date	Applications should be received by 30 th September 2023.

The Technical Support Unit of the IPCC Task Force on National Greenhouse Gas Inventories (TFI TSU) wishes to recruit an expert in national greenhouse gas inventories for the position of Head of Operations of the TFI TSU. The Head of Operations will be employed by the Institute for Global Environmental Strategies (IGES) which hosts the TFI TSU. Therefore, the IGES will contract the successful candidate on behalf of the TFI TSU.

Background

The TFI TSU under the Intergovernmental Panel on Climate Change (IPCC) was set up at IGES in 1999 during IPCC's third assessment cycle and has been operated through IPCC's fourth, fifth and sixth assessment cycles with the support from the Government of Japan. As a result of the election of IPCC Bureau members at the 59th Session of IPCC on 24-28 July 2023 in Nairobi, Kenya, it was determined that the TFI TSU will continue working at IGES with the support from the Government of Japan during IPCC's seventh assessment cycle for 5-7 years from July 2023.

IGES is the hosting institute of TFI TSU designated by the Government of Japan, and TFI TSU staff members are employed by the IGES, not by the IPCC or United Nations. While TFI TSU as a team is required to work in accordance with the "Terms of Reference of the IPCC Secretariat and the Technical Support Units" decided by the IPCC¹ and its work is supervised by the IPCC TFI Bureau, each staff member of TFI TSU needs to follow the IGES regulations in terms of administrative matters and also the Terms of Reference of his/her position decided by the IGES as provided in this document.

¹ https://www.ipcc.ch/site/assets/uploads/2018/09/IAC_Secretariat_TSU.pdf

The work of TFI and TFI TSU

The primary focus of the TFI is the development of internationally-agreed methodologies for the preparation of national greenhouse gas inventories and promulgation of these methodologies. The TFI ensures that relevant governments, 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 improve 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, including collection, management and dissemination of information related to GHG inventories. The work of TFI TSU involves preparations for meetings of experts and support these experts, editing of draft reports, management of any IPCC review process and a wide variety of additional tasks required for implementation of the TFI work.

Role

The role of the Head of Operations is to manage the overall activities of the TFI TSU and ensure the successful implementation of the work of the TFI TSU under the guidance of the TFI Co-Chairs.

Responsibilities

1. Manage the overall TSU work including administrative issues under the guidance of the TFB with responsibility to the TFI Co-Chairs and in accordance with administrative advice provided by a TSU Senior Advisor of the IGES.
2. Develop and monitor the implementation of the TSU workplan. Manage TSU budgets and expenditures. Approve and monitor plans/budgets in accordance with IGES procedures.
3. Co-ordinate closely with counterparts in the relevant international organisations, including the IPCC Secretariat, the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat as well as other interested partners.
4. Lead the work of the TFI TSU and guide the TSU staff in dealing with the TFI TSU activities.
5. Lead the implementation of activities necessary to complete and deliver products of the TFI in cooperation with the Head of Science, taking the primary responsibility in the organizational/procedural aspects. The activities include:
 - organizing 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 UNFCCC and other relevant bodies as necessary;
 - preparation and monitoring of a work plan and budget;
 - implementing budget management and other duties as required; and
 - developing and revising software architecture of the IPCC inventory software
6. Manage the TFI TSU team, partners, consultants and outside experts under the guidance of the TFI Co-Chairs. In conjunction with and under the guidance of the TFI Co-Chairs and the IGES management, take responsibility for the administrative, organisational and financial aspects of the TFI TSU.
 7. Under the guidance of TFI Co-Chairs, act as a representative of the TFI to provide technical guidance and information at meetings of, and in discussion with, relevant international forums and organisations.
 8. Submit regular written reports to the TFI Co-Chairs and the Personnel Committee of IGES on progress of the TSU workplan and other matters as necessary. Convene and chair regular meetings of TSU staff.
 9. Assess the capacity and potential for future collaboration and fundraising opportunities for additional TFI activities, as guided by the Co-Chairs
 10. Any other job-related activity required to achieve the goals and objectives of the TSU, as guided by the Co-Chairs.

Requirements/Competencies

1. Advanced university degree (Master's degree or equivalent) in business administration, management, economics, environmental studies, development studies or related fields.
2. At least 12 years of professional experience on issues related to climate change policies and national GHG inventories, at least three years of which should have been at the international level.
3. Solid knowledge of the IPCC Guidelines and related methodological reports of the IPCC. Expert knowledge of at least Agriculture, Forestry and Other Land Use (AFOLU) or non AFOLU sectors. Familiarity with GHG inventory reporting under the UNFCCC.
4. At least seven years of relevant professional experience in managing, coordinating, planning projects
5. Fluency in English (both oral and written)
6. Command of other UN language(s) and/or the Japanese language will be an asset
7. Developed communication and interpersonal skills including the ability to produce high quality written material and effectively represent the TSU as required.
8. The ability to work in a multi-disciplinary and multi-cultural team.
9. Good computer skills and knowledge of MS Office software.
10. The ability to contribute as an effective member of a team along with a demonstrated commitment to

continuous improvement and self-development.

11. A demonstrated capability for consensus building.
12. Demonstrated skill in developing and/or leading the development of technical reporting and drafting of technical and policy papers.

Terms and Conditions

The Head of Operations of the TFI TSU will be employed by IGES as a Principal Staff on a fixed term contract until June 2025.

Annual Standard Salary is set according to the IGES Professional Staff scale (from 10,000,000 Japanese Yen per annum minimum (before deduction of tax) depending on qualifications and experience). Benefits in accordance with IGES regulations include 50% of housing costs subsidised (up to Yen 50,000 per month); commuting fares by public transportation; and moving costs for assuming the post. 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.

Two percent of the Annual Standard Salary will be reserved for annual performance bonus depending on the performance in the year. Performance will be measured by the quality of their contribution to the TFI TSU's goals and to the success of the TFI as well as overall performance of IGES.

Conditions of employment of this position are defined by IGES Regulations on Working. 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 in MS Word readable files or pdf files, and sent to **tsu-vacancy@iges.or.jp**

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 30th September 2023

Interviews of short-listed candidates will be in October 2023.

Selection of candidates will be by mid November 2023.

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, email addresses, and Tel/Fax numbers of references.)

I. Availability. Indicate your availability.