



**FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat**  
**CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat**

**UNFCCC INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

**FINANCIAL AND TECHNICAL SUPPORT (FTS) PROGRAMME**  
**Financial Cooperation Unit (FCU)**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>UNFCCC Internal/External VA 06/E020</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>23 June 2006</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>21 July 2006</b>
<b>TITLE AND GRADE:</b>	<b>Team Assistant, G-4</b>
<b>POST NUMBER:</b>	<b>FCA-2923-G4-001</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>Euro 33,063 plus UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>As per UNFCCC policy</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY:</b>	<b>As soon as possible</b>

**Responsibilities**

Under the direct supervision of the P-4 Programme Officer heading the FC Unit, the incumbent is expected to provide secretarial assistance to the unit in the preparation of reports, documents and research papers, as well as for conferences, workshops and meetings, in particular:

1. Processes documents and correspondence by:
  - (a) typing from draft in final form documents and statistical tables using Word and Excel, drafting routine correspondence, checking documents for format and spelling, sending faxes and e-mails, entering data into databases (e.g. Access) collected and prepared by others;
  - (b) searching for relevant background material which may be needed to reply to routine correspondence received;
  - (c) informing and reminding responsible staff of follow-up dates and deadlines for response or specific action;
  - (d) maintaining the unit's filing system.
  
2. Organizes the local unit's inter-sessional events, such as workshops, by:
  - (a) contacting participants, arranging travel, hotel reservations, logistics;
  - (b) organizing the payment of DSA;
  - (c) ensuring that all documents and background papers relevant to the workshops are distributed in time;
  - (d) inputting information into the database;
  - (e) providing logistical support for staff and participants during the workshops including preparation of invitations, monitoring of nominations, preparations for the venue, travel and DSA support for events outside Bonn.
  
3. Takes care of external requests by receiving and replying to telephone enquiries or referring them to the appropriate staff member; screening requests for meetings and briefings, arranging appointments for the Programme Officer, taking into account commitments and workload.

4. Prepares/types supporting documentation related to the initiation of some administrative actions to ensure timely submission of related administrative requests and appropriate follow-up, in cooperation with the programme's Administrative Assistant.
5. Performs other duties as required including:
  - (a) replacing other support staff in the Programme;
  - (b) receiving visitors;
  - (c) maintaining information systems.

### Requirements

- Completed secondary education and secretarial/administrative/commercial training or equivalent.
- Fully proficient computer skills including the use of software packages such as Word (including document formatting), Excel, Power Point, and other relevant software applications, for email, internet and for databases
- At least four years of relevant experience in an office support function, some of which should have been in an international environment.
- Fluency in English. Working knowledge of other United Nations languages and German desirable.

### Eligibility Criteria

**Professionalism:** Good understanding of the functions of the post.

**Communication:** Good communication skills (spoken and written), including ability to draft and edit standard correspondence.

**Planning & Organizing:** Good organizational skills and ability to handle work in an efficient and timely manner.

**Client (service) oriented:** Ability to meet time line for delivery of product or services.

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

**Technological awareness:** Fully proficient computer skills including the use of software packages such as Word (including document formatting), Excel, and other relevant software applications.

**Commitment to Continuous learning:** Initiative and willingness to learn new skills.

### To apply

Quoting Vacancy Announcement Number 06/E020, applicants are requested to complete and submit a United nations Personal History form (P.11) to be found on the website [unfccc.int](http://unfccc.int) preferably via e-mail to [vacancies@unfccc.int](mailto:vacancies@unfccc.int) or by mail/fax to:

Chief, Human Resources Unit  
Climate Change Secretariat (UNFCCC)  
P. O. Box 260 124  
D-53153 Bonn, Germany  
Fax (49-228) 815-1999

### Please note:

1. This post is for local recruitment only, therefore, all travel, interview and relocation costs incurred to take up an appointment at the duty station concerned are at the expense of the applicant.

2. We will confirm you application, however, only candidates under serious consideration and contacted for an interview will receive written notice of the final outcome of the selection process.