



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

UNFCCC INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

INTERGOVERNMENTAL AND CONFERENCE AFFAIRS (ICA) SERVICES
Conference Affairs Services - Documents Unit
- Cluster 3 -

VACANCY ANNOUNCEMENT NO:	UNFCCC INTERNAL/EXTERNAL VA 06/E002
PUBLICATION/TRANSMISSION DATE:	14 February 2006
DEADLINE FOR APPLICATION:	17 March 2006
TITLE AND GRADE:	Documents Management Assistant, G-4
POST NUMBER:	FQA-2942-G4-002
INDICATIVE NET ANNUAL SALARY:	Euro 33,063 plus UN benefits and pension fund
DURATION OF APPOINTMENT:	One and half year, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY:	as soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and the Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Documents Unit of the Conference Affairs Services is responsible for the planning and editing of documents, coordinating translation and reproduction, managing the documentation process, and ensuring the dissemination and storage of official documents. It cooperates closely with the United Nations Office at Geneva.

Responsibilities

Under the direct supervision of the Head (P-4) of the Documents Unit and the overall supervision of the Manager (P-5) of the Conference Affairs Services sub-programme, the incumbent assists in the management of the documentation production process for official UNFCCC documents as follows:

- 1) Perform document submission duties by:
 - a) Reviewing, verifying and correcting format of final draft documents, and registering documents on the Official Documents System of UNOG;
 - b) Creating and sending an electronic "advance copy" of each document to the library staff for posting on the UNFCCC web site;
 - c) Maintaining and updating the electronic archive (R-drive) of submitted documents;
 - d) Maintaining unit's current and archive files for documents;
 - e) Creating mark-up texts (translators' reference of previously translated material) for sessional reports.

- 2) Support the management of documents processing by:
 - a) Acting as unit contact person for consultations with secretariat staff on documents processing: updates, queries, concerns and requests for information;
 - b) Updating document forms and documents processing references as needed; providing colleagues from author programmes with forms, folders, and other documents supplies upon request;

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- c) Acting as contact on official documents for library staff, channeling information and changes to records and collaborating with library to ensure consistency between database and ADLIB catalogue/web site records;
 - d) Assisting in the compilation and submission of half-yearly and in-session documents forecasts to UNOG;
 - e) Channeling communication on special-case documents to and from Documents Management Unit at UNOG, and following up as requested by supervisor;
 - f) Overseeing submissions of informal translation jobs to UNOG: tracking, documenting, and submitting files and requests from the secretariat;
 - g) Providing updates of "Doc Prep" intranet pages to web staff.
- 3) Maintain and update internal (Data Portal) documents database by:
- a) Tracking incoming and outgoing documents and changes to documents status using the Data Portal documents database ("database");
 - b) Receiving updates to documents information from programme focal points and inputting changes to database;
 - c) Regularly checking reports and records to ensure data integrity and accuracy;
 - d) Providing supervisor and colleagues with statistics and status reports as required.
- 4) Provide clerical support to unit and perform any other tasks as requested by supervisor, including:
- a) Ensuring that unit stationery and supplies are adequately stocked;
 - b) Channeling computer equipment/software problems from the unit to IS colleagues, following up as needed.

Requirements

- Completed secondary education and secretarial/commercial training or equivalent.
- Good command of Word, Excel and Adobe software as well as electronic mail and internet browsers in a Windows environment. Experience with customized databases or electronic record tracking is an advantage.
- At least four years experience working in an office support function, of which one year should have been in an international environment.
- Fluency in oral and written English. Knowledge of French and/or other United Nations languages and German an asset.

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.

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To apply

Quoting Vacancy Announcement Number 06/E002, applicants are requested to complete and submit a United Nations Personal History form (P 11) to:

Human Resources Unit (Recruitment)
Climate Change Secretariat (UNFCCC)
P.O.Box 260 124
D-53153 Bonn, Germany
Fax (49-228) 815-1999, email: vacancies@unfccc.int

Eligible interested **UNFCCC staff** should complete the Internal Application Form which can be found on the intranet under "Forms". The internal application form should complement the Personal History Form already on file. A copy of the latest PAS should also be enclosed.

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