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 its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties. The Project-based mechanisms (PBM) programme supports the implementation of the Kyoto mechanisms.

Responsibilities

Under the supervision of the Lead Programme Officer (P-4) of the Methodologies Unit in the CDM Section, the Team Assistant will provide secretarial assistance to the Unit, as follows:

1. Perform secretarial tasks by:
   a. Opening and redirecting mail and correspondence as well as receiving and replying to telephone enquiries or referring to appropriate staff; responding to routine requests for information and receiving visitors;
   b. Searching for relevant background material, which may be needed for reply;
   c. Assisting in making travel arrangements for staff in the unit/programme;
   d. Typing various administrative forms including staff requisitions, requests for financial clearance and payment requests. Follow-up with administrative services (finance, personnel) on their processing;
   e. Drafting/typing accurately routine correspondence, checking enclosures and addresses; sending faxes and electronic mail.

2. Support the organization of meetings of the Afforestation and Reforestation (A&R WG) and CDM Small-Scale Working Group (SSC WG) by:
   a. Requesting travel arrangements for panel members and other participants by liaising with the travel unit to conduct follow-up in order to ensure completion of related travel arrangements;
   b. Assisting in the logistical tasks related to the organization of meetings;
   c. Liaising with experts regarding contracts and payment requests.

/...
3. Assist in supporting the work of expert panels of the CDM Executive Board by:
   a. Checking reports and documents prepared for format, spelling and grammar;
   b. Maintaining records and reference files;
   c. Typing correspondence and reports including statistical tables from manuscripts using Word and Excel.

4. Operate, in cooperation with the Data Base Assistant, the electronic system (databases, web interfaces, work flows) for processing proposed new methodologies, registration of CDM project activities and CDM roster of experts (methodologies, afforestation and reforestation, small-scale) by:
   a. Entering data into databases;
   b. Ensuring accuracy of data, including that documentation submitted is in accordance with applicable procedures;
   c. Assisting other staff servicing the Methodologies Panel as required.
5. Perform other duties and back up functions as required.

Requirements

- Completion of secondary education and clerical/secretarial training or equivalent.
- At least four years of relevant experience, some of which should have been in an international environment.
- Passing of the UNFCCC secretarial test.
- Fluency in English. Working knowledge of 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.

To apply

Quoting Vacancy Announcement Number 06/E023, applicants are requested to complete and submit a United Nations Personal History form (P 11) - at this stage no signature is needed on the P11 form - to be found on our website unfccc.int to:

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

Please note:
1. This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn 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 notice of the final outcome of the selection process.