



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

UNFCCC internal/external Vacancy Announcement
(four posts in one vacancy announcement)

PROJECT BASED MECHANISMS (PBM) PROGRAMME

VACANCY ANNOUNCEMENT NO:	UNFCCC internal/external VA 06/E037
PUBLICATION/TRANSMISSION DATE:	18 December 2006
DEADLINE FOR APPLICATION:	29 January 2007
TITLE AND GRADE:	Team Assistant, G-4
Post Number:	1. FRA-2933-V003-G4-008 in Mgmt & Coordination
Post Number:	2. FRA-2933-V003-G4-009 in CDM/Reg and Issuance
Post Number:	3. FRA-2933-V003-G4-010 in CDM/Accreditation
Post Number:	4. FRA-2933-V003-G4-011 in CDM/Methodologies
INDICATIVE NET ANNUAL SALARY:	Euro 33,063 plus UN benefits and pension fund
DURATION OF APPOINTMENT:	One year and half, 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 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. In this context, it focuses on the Clean Development Mechanism (CDM) and Joint Implementation (JI) namely by supporting the CDM Executive Board (CDM EB) and the JI Supervisory Committee (JISC). It performs technical and procedural functions and draws on other programmes within the UNFCCC secretariat for other functions.

Responsibilities

Under the supervision of the relevant supervisors in the various PBM/CDM units, the incumbent performs general secretarial and administrative support to the relevant units, as follows:

1. Performs secretarial tasks by:

- Drafting and typing routine correspondence, reports and internal UNFCCC correspondence on general matters;
- Searching for relevant background material, which may be needed for reply;
- Placing and replying to telephone calls or referring calls to the appropriate staff and opening and redirecting mail and correspondence;
- Responding to routine requests for information and receiving visitors;
- Typing various administrative forms including requests for travel of professional staff, travel claims and contracts for consultants and following up with administrative services (finance, personnel) on their processing;
- Obtaining relevant support documentation and information from consultants, contractors, and others and drafting terms of reference and other documents; /...

- Drafting accurately routine correspondence for signature by the supervisor or other team members, checking the enclosures and addresses, sending faxes and electronic mail;
 - Assisting with the filing and the systematic archiving system for documents and information material in hard copies as well as in electronic format;
 - Typing and checking correspondence, reports, statistical tables and other documents for format, spelling and grammar;
 - Taking notes and preparing draft minutes at meetings;
 - Maintaining appointment schedules and contact lists.
- 2. Provides assistance in updating databases and relevant sections of the UNFCCC web site by:**
- Entering data into databases;
 - Uploading/updating web pages;
 - Ensuring the accuracy of data, including that documentation submitted is in accordance with applicable procedures.
- 3. Provides logistical support to meetings and workshops by:**
- Requesting travel arrangements for staff members and participants by liaising with the travel unit to ensure completion of related travel arrangements;
 - Assisting in the logistical tasks related to the organization of meetings;
 - Liaising with other units in the programme and other programmes on meeting-related administrative issues such as meeting plans, DSA payments, payment requests and contracts for consultants.
- 4. Performs other related duties and back-up functions for other staff.**

Requirements

- Completed secondary education or equivalent plus secretarial/administrative training. Web computer training is an asset.
- At least four (4) years of relevant experience working in an office support function. At least one year of experience in an international environment is an asset.
- Passing of the UNFCCC secretarial test.
- Fluency in English. Working knowledge of other UN languages is 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: Good computer skills including the use of software packages such as Word Excel, Power Point and other relevant standard applications such as Lotus Notes, internet, desktop publishing and database software.

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

To apply

Quoting Vacancy Announcement Number 06/E037, 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 , preferably via email to: vacancies@unfccc.int

**Chief Human Resources Unit
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Please note:

- 1. This post is for local recruitment only. This means also that 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.**