



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

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME
- Clean Development Mechanisms (CDM) -
Methodology

VACANCY ANNOUNCEMENT NO:	VA 08/E003
PUBLICATION/TRANSMISSION DATE:	25 January 2008
DEADLINE FOR APPLICATION	23 February 2008
TITLE AND GRADE:	Team Assistant, G-4
POST NUMBER:	FRA-2933-V003-G4-011
INDICATIVE NET ANNUAL SALARY:	Euro 27,740 plus UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, 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 Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms.

Responsibilities

Under the direct supervision of the Programme Assistant, and the general guidance of the Manager, CDM the incumbent provides a wide range of office support, secretarial and administrative functions.

1. Performs secretarial tasks by:
 - a) Drafting and typing routine correspondence, reports and internal UNFCCC Correspondence on general matters;
 - b) Searching for relevant background material, which may be needed for reply;
 - c) Placing and replying to telephone calls or referring calls to the appropriate staff and opening and redirecting mail and correspondence
 - d) Responding to routine requests for information and receiving visitors.
 - e) 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
 - f) Obtaining relevant support documentation and information from consultants, contractors, and others and drafting terms of reference and other documents
 - g) Drafting accurately routine correspondence for signature by the supervisor or other team members, checking the enclosures and addresses, sending faxes and electronic mail
 - h) Assisting with the filing and the systematic archiving system for documents and information material in hard copies as well as in electronic format
 - i) Typing and checking correspondence, reports, statistical tables and other documents for format, spelling and grammar
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- j) Taking notes and preparing draft minutes at meetings
 - k) Maintaining appointment schedules and contact lists
2. Provide assistance in updating databases and relevant sections of the UNFCCC web site by:
 - a) Entering data into databases;
 - b) Uploading/updating web pages;
 - c) Ensuring the accuracy of data, including that documentation submitted is in accordance with applicable procedures
 3. Provide logistical support to meetings and workshops by:
 - a) Requesting travel arrangements for staff members and participants by liaising with the travel unit to ensure completion of related travel arrangements.;
 - b) Assisting in the logistical tasks related to the organization of meetings;
 - c) 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. Perform other related duties and back-up functions for other staff.

Requirements

- Graduation from secondary school or equivalent. Specialized clerical/secretarial and web/computer applications training is an asset.
- At least four (4) years of directly relevant experience. At least one year of experience in an international environment is an asset.
- Fluency in written and spoken English. Working knowledge of another UN language. Knowledge of German is an asset.

Evaluation 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 08/E003, applicants are requested to complete and submit a United Nations Personal History form (P11) to be found on our website unfccc.int - at this stage no signature is needed on the P11 form - preferably via email to vacancies@unfccc.int or by fax/regular mail 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. 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.