



## VACANCY ANNOUNCEMENT

### Staff Assistant, G-5 Management & Coordination Unit Legal Affairs Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
31 March 2025 23:59 hrs CET	VA 25/011/LA	As soon as possible	2 years with possibility of extension	Bonn, Germany

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**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

#### **Where you will be working**

The Legal Affairs Division provides legal and procedural advice and services to support (1) the intergovernmental negotiation process and the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and (2) the administration and operations of the UNFCCC secretariat.

The position is located in the Front Office of the Director of Legal Affairs Division of the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC). The incumbent provides administrative and organizational assistance to the Director; coordinates the communication flow within and outside the division; and serves as focal point for information relevant to the division's work programme.

#### **You will have the following main responsibilities**

Within delegated authority, the Staff Assistant will be responsible for the following duties:

##### **1. Provides administrative and organisational assistance to the Director:**

- a. Performs the full range of office management functions under minimal supervision; Maintains calendars/schedules for the Director; communicates relevant information to appropriate staff inside and outside the office; arranges appointments; receives visitors, and keeps a list of contacts;
- b. Organizes meetings of the Director, takes minutes and ensures follow-up on assigned issues; makes travel arrangements for the Director, e.g. official documents/visa/LP, hotel reservations etc.
- c. Uses MS office application as well as SharePoint, produces a variety of complex documents, reports and speeches; assists in the preparation of presentation materials, etc;
- d. Manages, updates and further develops internal databases; updates website; generates a variety of standard and non-standard statistical and other reports from various databases;
- e. Researches, compiles and summarizes background material for use in the preparation of reports, correspondences, briefs, speeches;
- f. Ensures the format of documents adheres to UNFCCC editorial and correspondence style guide, proofreads and checks completeness of official documents;



- g. Advises staff within the team with regard to the preparation of correspondence for the signature of the Director, carries out quality control functions for outgoing correspondence;
- h. Provides general assistance to other office support staff, as required; may coordinate the work of office support staff during meetings or in providing administrative support;
- e. Drafts or responds to a wide range of correspondence, complex information requests and inquiries; prepares and processes confidential information; maintains relevant SharePoint sites.

**2. Coordinates the communication flow within and outside of the programme:**

- a. Maintains liaison with the Executive Office and with senior management in other divisions regarding on-going programmes/projects and other administrative matters; monitors and follows up on matters and processes related to the unit's outputs, products, tasks, etc.;
- b. Ensures smooth and efficient information flow within the division, assists in the establishment of office procedures, and ensures channels of communication and procedures are followed;
- c. Receives, records and reviews all incoming correspondence; identifies material requiring immediate action and attaches background material; circulates documents/information material received, ensuring smooth and efficient information flow within the programme; assists the Director in further enhancing information flow, as required;
- d. Creates and maintains records (electronic and paper) for the Director;
- e. Incorporates and updates information on Intranet and SharePoint team sites.

**3. Serves as focal point for information to secretariat-wide committees/projects:**

- a. Provides assistance in the coordination of service-wide activities, special projects and events;
- b. Provides assistance to the Director prior to and during the Conference of the Parties, Subsidiary Body meetings, ad-hoc working committees and panels;
- c. Maintains a comprehensive record of meetings documentation and responds to request for information from delegates;
- d. Acts as programme logistical and information focal point for secretariat-wide committees and projects.

**4. Performs any other job-related activity required to achieve the goals and objectives of the secretariat.**

**Competencies**

**Being Responsive to Clients and Partners.** Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

**Delivering results:** Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time



efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

### **Your qualifications**

#### **Educational Background**

**Required:** Completed secondary education. Formal secretarial or other related training an asset.

#### **Experience**

**Required:** At least five (5) years of relevant work experience or three (3) years with a first-level university degree or equivalent carrying out functions as a Secretary, Personal or Team Assistant, preferably with some experience working in an international organization.

#### **Language skills**

**Required:** Fluency in English, written and spoken. Working knowledge of German an asset. Knowledge of another United Nations language desirable.

#### **Specific professional knowledge and job related skills:**

- Good knowledge of office technology such as MS office package (Word, Excel, PowerPoint), Internet and e-mail application; experience in using Sharepoint and other electronic communication software is highly desirable;
- Ability to work independently, setting priorities and staying focussed in a busy environment;
- Ability to work with highly confidential information;
- Ability to communicate effectively with internal and external stakeholders.

### **What is the selection process**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

#### **How to apply:**

Candidates whose qualifications and experience match what we are looking for should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

#### **Please note:**

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
3. Indicative net annual salary: Euro 44,919 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>



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UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

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