



VACANCY ANNOUNCEMENT

Team Assistant, G-4
Transparency Division
MRV/ETF Reporting and Review Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 January 2023 23:59 hrs CET	VA 22/079/T	As soon as possible	one year and six months 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.

The **Transparency Division** supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture and Koronivia, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis.

Where will you be working

This position is located the UNFCCC secretariat in Bonn, Germany, in the MRV/ETF Reporting and Review subdivision of the Transparency Division.

The overall purpose of the MRV/ETF Reporting and Review subdivision is to provide managerial oversight of internal deliverables; senior representation; external engagement; overall coordination of the current MRV system (reporting and review) for both developed and developing countries, including IAR, ICA, GHG inventories and REDD+ activities; coordination of the work on agriculture, including Koronivia and LULUCF; and overall coordination of negotiations on MRV, ETF, greenhouse gas (GHG) inventories, REDD+, Agriculture and LULUCF. Additionally, it will facilitate the implementation of the ETF, including biennial transparency reports, tracking progress on NDC achievement and supporting GHG inventories under the Paris Agreement.

Under the supervision of the Team Lead (P-4) of the Biennial Update Report (BUR) reporting/analysis and FSV unit, you will provide administrative support to the supervisor and the programme officers assigned to the subdivision, coordinates communication flows of the team, operates databases, interfaces and workflows, ensures the accuracy of data; and provides logistical support to meetings and workshops.



Your responsibilities

1. Performs a wide range of office support, secretarial and administrative functions:

- a. Provides administrative support for review and technical analysis activities, involving support to the activities of review and technical analysis teams, including between the responsible government focal points, the technical experts and review coordinators;
- b. Tracks the progress in organisation of the reviews and technical analyses and ensures that all logistical/administrative steps are taken on time in accordance with the standard operational procedures; provides feedback on the relevant steps of the standard operational procedures;
- c. Compiles relevant background material, essential in ensuring that comprehensive and accurate information is available as required;
- d. Finalizes reports for publication, including formatting the document following the relevant guidance for document preparation;
- e. Maintains relevant data bases (such as roster of experts), supports testing, maintenance and use of relevant IT and non-IT review tools, such as virtual team room required for the current MRV system and the Enhanced Transparency Framework;
- f. Identifies and provides administrative and logistical support to innovative approaches to promote the MRV and ETF both internal and external to the secretariat. Responds and drafts routine correspondence and other communications;
- g. Takes notes and prepares draft minutes at meetings; and
- h. Performs general administrative tasks (e.g. arrangements for meetings and events, reservations, budget follow-up, etc.), including preparing and/or processing administrative requests/documents (e.g. travel requests, expenditure authorizations etc.).

2. Coordinates the communication flow of the team:

- a.. Maintains appointment schedules and contact lists, monitors changes and communicates relevant information to appropriate staff.
- b. Reviews, records and routes incoming mail; responds to moderately complex information requests and inquiries and as necessary refers inquiries to appropriate personnel for handling; and follows-up on impending actions according to deadlines and priorities;
- c. Compiles, analyses and summarizes background materials and information for use in the preparation of reports and official documents; and
- d. Maintains filing and archiving system according to the UNFCCC or programme standards, as relevant.
- e. Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing, editing and translation as necessary; coordinates shipment arrangements, courier services, as necessary.
- f. Organizes phone and video conferences as requested.
- g. .
- h. Responds independently to a wide range of requests for specialized administrative information, both inside and outside the secretariat.
- i. Organizing phone and video conferences as requested;
- j. Monitors and updates the relevant sections of the UNFCCC web site;
- k. Monitoring the Unit's mailbox and taking the required follow-up actions, such as responding to queries on the Unit's work activities and on administrative matters pertaining to the workshops/technical reviews and assessments and intergovernmental sessions, as appropriate.



3. Operates internal and external databases, web interfaces and/or workflows and ensures the accuracy/completeness of data:

- a. Maintains internal and/or external databases, web interfaces and/or workflows;
- b. Performs data entry and extraction functions;
- c. Ensures that information and documentation is made available to relevant audience (internal/external) in accordance with applicable procedures;
- d. Generates a variety of standard statistical and other reports, work orders, etc., using various databases;
- e. Uploads/updates relevant sections of the interfaces and websites of the team;
- f. Assists in coordinating software and office equipment support.

4. Provides logistical support to meetings and workshops:

- a. Provides logistical support to meetings and workshops;
- b. Establishes and maintains participants database/lists;
- c. Requests and follows up on travel arrangements, including visa requirements, for participants and staff members;
- d. Coordinates invitation and registration for expert meetings, lead reviewers' meetings, reviews, workshops, and other inter-sessional events;
- e. Liaising with the Travel Unit and Finance Unit of the secretariat, makes logistical arrangements, contacting participants, arranging hotel reservations, initiating travel requests and maintaining the participants' travel arrangements in liaison with the relevant unit to conduct follow-ups to ensure completion of related travel arrangements within timeframe set;
- f. Posts presentations and e-documents on the web following the event.

5. You will perform any other job-related activity required to achieve the goals and objectives of the Department/Division.

Competencies

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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 education/ training as secretary an asset.

Experience

Required: At least four years of work experience carrying out office support functions related to the ones of the position.

Language skills

Required: Fluency in English (both oral and written).

Asset: Working knowledge of German and/or another United Nations language.

Specific professional knowledge or skills

Fully proficient computer knowledge of MS office products (Word, Excel, Power Point). Knowledge of SharePoint is highly desirable, knowledge of a Content Management System (CMS) an asset.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

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. 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. A valid work permit for Germany is required. 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 38,134 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>

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.
