



ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

Project Assistant, G-6 Conference Affairs Services (CAS) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 July 2018 23:59 hrs CET	18/TA17/CAS	As soon as possible	Six months	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 historic 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 Conference Affairs Services programme (CAS) plans and manages all UNFCCC conferences and meetings, ranging from its Conferences of the Parties, the largest annual events in the UN calendar with over 20,000 participants, to smaller meetings, workshops and events. CAS provides the full range of conference-related facilities and services including for conferences and sessions held at the secretariat headquarters in Bonn and abroad. The programme serves two major sessions per year, including the Conference of the Parties (COP) and multiple workshops.

CAS ensures that Parties receive high quality, timely official documentation for their negotiations and implementation activities in the six official languages of the United Nations for informed deliberations and decisions. The programme manages the participation of observers in the UNFCCC process and liaises with constituency and group representatives. It facilitates participation in the intergovernmental process, especially by Parties eligible for funding and observer organizations, and ensures highly conducive and secure meeting environments.

What will you be doing

Under the general supervision of the Manager, you will be responsible for project management support functions and will provide administrative support of project related work, operate and maintain related databases and identify process and suggest procedural improvements.

You will work in close collaboration with the Programme staff and other stakeholders for effective achievement of results, anticipating and contributing to resolving complex project-related issues and information delivery. You are expected to exercise full compliance with secretariat-wide rules and regulations, conference services standard operating procedures, policies and strategies, as well as implementation of the effective internal control systems.

You will have the following responsibilities:

- 1. Performing project management functions in support of the various programme projects, you will:**
 - a. Assist the Manager in the coordination of programme/project planning and preparation work for the programme's project initiatives; monitors status of programme/project proposals;



- b. Initiate project related implementation procedures, including required documentation; review project documents for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identifies inconsistencies; distribute project documents to relevant parties upon approval;
 - c. Liaise and follow up with programme staff, implementing partners and sub-contractors for progress reports; ensure timely, relevant and accurate submission of reports and other informational material such as meeting agendas, MoUs, guidelines, workplans, notes, supporting documentation for decision making, etc.;
 - d. Communicate routinely with secretariat-wide programme staff and external stakeholders for the various projects' activities to ensure timelines and clarity on project goals;
 - e. Maintain a proper record of approved project workplans and their revisions;
 - f. Compile, summarize and enter data on project delivery; draft related status reports, identifying shortfalls in delivery, budget overruns, etc., and bring to the attention of management;
 - g. Represent Conference Affairs Services programme in meetings with relevant stakeholders as required;
 - h. Oversee project development and act as focal person for project related inquiries from Management, project participants and colleagues.
2. **Providing administrative support to project related work, you will:**
- a. Pro-actively contribute to day-to-day various project implementation activities and ensure conformity to expected results and work-plans;
 - b. Serve as focal point for administrative coordination of programme/project implementation activities, involving extensive liaising with diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions;
 - c. Assist in arranging programs and agendas for in-coming and out-going official missions, makes appointments with projects stakeholders, including logistical arrangements and administrative assistance;
 - d. Coordinate the preparation of meetings, conferences, trainings, and other project-related events;
 - e. Maintain project filing system;
 - f. Provide general office assistance; respond to complex information requests and inquiries; review, log and route incoming correspondence; sets up and maintains files/records; organizes meetings, workshops; handles routine administrative tasks, such as maintaining attendance records, etc.
3. **Operating and maintaining project related databases and electronic systems, you will:**
- a. Assist with the design and development of databases and electronic systems to support the various projects' activities;
 - b. Act as focal point for project database/electronic systems implementation and management;
 - c. Actively monitor database to ensure that project priorities and deadlines are adhered to;
 - d. Review available information and act to disseminate the respective projects products and reports;
 - e. Ensure that database/electronic systems are up to date and operational;
 - f. Provide training and support for database and IT system users
4. **Identifying process and procedural improvements to plan, monitor, and track information related to programme projects, you will:**
- a. Review, improve, and develop processes and operations for information systems for the various project work related issues;



- b. Review workflows and identify technological applications and tools required for the process;
 - c. Develop and maintain an alert system for keeping projects on track.
5. You will perform any other job-related activity required to achieve the goals and objectives of the various projects and making presentations where required.

What are we looking for

Educational background

Required: Completed secondary education.

Asset: Completed training in project management with certification.

Experience

Required: At least seven (7) years of progressively responsible professional experience in conference services or event management of which at least three years are gained in an international context.

Highly Desirable: Experience in the United Nations system.

Language skills

Required: Excellent skills in written and spoken English.

Asset: Working knowledge of other United Nations languages.

Specific professional knowledge

Required:

- Excellent Excel skills and proficiency in various MS Office applications (Word, PowerPoint).
- Proven knowledge of project management methodology and techniques, e.g. MS Project, etc.
- Knowledge of state-of-the art conference and event management techniques.
- Proven knowledge of handling complex financial tasks and reporting.

Job related skills

Required:

- Excellent planning and organizational skills, including the ability to multitask and work well under pressure.
- Strong interpersonal skills with a strong service-oriented attitude in achieving tasks.
- Excellent communications skills, ability to communicate with both technical and non-technical staff.

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. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. 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. 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 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 monthly salary: Euro 3,469 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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