



TEMPORARY JOB OPENING

Programme Assistant, G-5
Mitigation Division
Regulatory Framework Implementation Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
2 June 2024 23:59 hrs CET	24/TJO12/M	As soon as possible	364 days 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.

This position is located in the UNFCCC secretariat in Bonn, Germany, in the **Mitigation division (MD)**, which supports Parties in facilitating, catalysing and cooperating in the implementation of ambitious climate action in line with global efforts to limit temperature increase. Parties will be supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

Where you will be working

Within the Mitigation division, the **Regulatory Framework Implementation subdivision (RFI)** supports matters relating to the development of regulatory guidelines, standards and policies relevant to mitigation actions and the technical assessments of projects and programme of activities submissions and entity competence. RFI provides substantive and technical input and advice to the constituted and regulatory bodies and provides support to the negotiation process to the Intergovernmental and Stakeholder Interaction subdivision.

What you will be doing

Under the general guidance of the Team Leader, Assessment unit, P-4, and with some leeway permitted for the exercise of independent judgment, the incumbent will provide secretarial and administrative support to the unit responsible for reviewing, analysing and administering project and programmes of activity (PoA) related submissions for mitigation activities that seek to be registered under the current and/or Article 6.4 mechanism, as well as mitigation activities and PoAs in the process of verifying greenhouse gas (GHG) emission reductions for which emission reductions units will ultimately be issued. The incumbent will also provide secretarial and administrative support to ensure the effectiveness of the accreditation processes and administration of entity related applications seeking accreditation under the current and/or Article 6.4 mechanism.



Key responsibilities include:

1. Providing secretarial and administrative support to the 6.4 and/or current mechanism activity cycle;
2. Providing secretarial and administrative support to the accreditation and assessment of operational entities;
3. Coordination of communication flows of the unit; and
4. Operation of databases, interfaces and workflows and to ensure the accuracy of data.

Your responsibilities

Particular activities will include:

- 1. Providing secretarial and administrative support to the 6.4 and/or current mechanism activity cycle:**
 - a. Screen e-mail correspondence in the registration & issuance inbox and identify further actions;
 - b. File messages regularly and forward queries to responsible units/inbox;
 - c. Send responses and notifications for established processes related to various workflows and reply to queries related to registration and issuance activities;
 - d. Liaise with team lead/responsible officers when clarifications are needed, and support information needs whenever required; and
 - e. Liaise with Information and Communication Technology (ICT) subdivision to resolve issues related to registration and issuance activities.
- 2. Providing secretarial and administrative support to the accreditation and assessment of operational entities:**
 - a. Monitor day-to-day operation of accreditation assessments in the accreditation workflow and screen and moderate incoming messages in the message center of the accreditation workflow and provide support to its end-users;
 - b. Support administration of designated operational entities (completeness check of submitted documents, preparation of workplans, communicating outcomes of the assessments, etc.);
 - c. Maintain overview of entity assessments activities;
 - d. Identify and respond to stakeholder queries regarding accreditation-related issues; and
 - e. Liaise with ICT subdivision to resolve accreditation issues.
- 3. Coordinate the communications flow of the unit ensuring the timely dissemination of routine information both within and outside the unit:**
 - a. Maintain appointment schedules and contact lists;
 - b. Place and screen telephone calls, responding to routine requests for information, receiving visitors;
 - c. Screen, register and route incoming mail and ensures follow-up action on pending issues according to deadlines and priorities; maintain office files, archive and record (both paper and electronic);
 - d. Maintain records in the system (electronic and paper) for the unit; and
 - a. Organize phone and video conferences as requested.
- 4. Perform any other job-related activity** required to achieve the goals and objectives of the team, the division and/or the secretariat, including participation in technical meetings, workshops and seminars, and in preparing presentations where appropriate.



Competencies

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

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 is an asset.

Experience

Required: At least five (5) years of relevant work experience carrying out functions as a Secretary, Personal or Team Assistant, preferably with some experience working in an international organization.

Language skills

Required: Proficiency in English (written and spoken) is required. Working knowledge of German an asset. Knowledge of another United Nations language desirable.

Language 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 focused 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 will be followed by a competency-based interview. The above listed set of competencies will be applied for this 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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
3. 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.
4. Indicative net monthly salary and allowances: EUR 3,743 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.
