



TEMPORARY APPOINTMENT
CONFERENCE AFFAIRS SERVICES (CAS) PROGRAMME
External Relations Unit

ANNOUNCEMENT NO:	14/TA04/CAS
PUBLICATION DATE:	11 February 2014
DEADLINE FOR APPLICATION	25 February 2014
TITLE AND GRADE:	Team Assistant (G-4)
INDICATIVE MONTHLY NET SALARY:	Euro 2,682 net, plus UN benefits and pension fund
DURATION OF APPOINTMENT:	March 2014 to 31 December 2014
DUTY STATION:	Bonn, Germany

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Conference Affairs Services programme provides comprehensive conference services for all sessions of the UNFCCC Convention and Kyoto Protocol bodies, as well as meetings and workshops organized in the intergovernmental climate change process. These services include conference and working facilities allowing for up to 10,000 participants; liaison with Parties, Observer States, IGOs and NGOs; security and protocol arrangements; registration of participants to sessions and meetings; travel arrangements for participants from Parties eligible for funding; planning and editing of parliamentary documents; and coordination of document registration, translation, reproduction, dissemination and storage.

The External Relations Unit of Conference Affairs Services is responsible for external relations and protocol services to Parties and Observer States. Manages the Trust Fund for Participation and makes travel arrangements for participants from Parties eligible for funding. Manages visa arrangements and plans and conducts the registration and accreditation of participants to sessions of the Convention bodies, workshops and meetings.

Functions to be performed

Under the direct supervision of the Protocol and External Relations Assistant and the general guidance of the External Relations Officer, the incumbent will assist the External Relations Assistant with general secretarial tasks and all matters related to the functions of the External Relations unit.

1. Assists in the coordination of external relations matters by:
 - Drafting and typing routine correspondence, including note verbales and internal UNFCCC correspondence.
 - Researching relevant background material for related correspondence.
 - Responding to routine requests for information and receiving visitors.
 - Taking notes and preparing draft minutes at meetings.
 - Drafting and transmitting electronic mail from the External Relations mail account
 - Making and responding to telephone call.
 - Assisting with the filing and the systematic archiving of documents and information material in hard copies as well as in electronic format.

2. Assists with the processing of visa and any related travel for funded delegates to sessions of the Convention by:
 - Preparing visa support correspondence for dispatch to diplomatic missions.
 - Liaising with programmes on visa related matters.
 - Liaising with participants and diplomatic missions on visa related issues.
 - Assisting with arrangements for the funding of travel for delegates to the sessions.
 - Assisting with preparing funding sheet for participants approved to receive financial assistance from the Trust Fund for Participants
 - Liaising with colleagues regarding funded participants attending pre-sessional and post-sessional meetings/workshops.
 - Assisting in compiling and maintaining the list of beneficiary countries.
 - Assisting in preparing and updating approved funding data for relevant participants
 - Following-up on IMIS numbers for funded participants
 - Liaising with the Travel Unit on routine administrative actions for funded participants
 - Liaising with delegates on routine matters pertaining to their funding requests
3. Provides support in the coordination of protocol matters by:
 - Supporting all administrative actions regarding the nomination of participants to sessions of the Conference of the Parties and the subsidiary bodies.
 - Assisting with the registration of speakers and preparation of the lists of speakers for the HLS and preparation of the minute-by-minute scenario and podium seating
 - Preparing and monitoring the timely clearance and mass dissemination of notifications of meetings, including letters of invitation from the Executive Secretary.
 - Ensures smooth external relations services for Parties and representatives of UN organizations prior to and during sessions of the Convention bodies by contacting National Focal Points, embassies, consulates, as well as representatives of United Nations system organizations on routine matters.
 - Assisting with the preparation and implementation of protocol related functions.
4. During sessions of the Convention:
 - Supporting the work of protocol related events pertaining to official visitors, social functions, attendance by high-level government officials, including ministers
 - Assisting in the preparation of the lists of speakers, minute-by-minute scenario, podium seating plan
 - Recording letters of credentials, monitoring their status and verifying with delegates where necessary
 - Preparing in-session conference documents.
5. Assists in the registration of participants to sessions of the Convention by:
 - Typing notifications of meetings, including letters of invitation from the Executive Secretary, obtaining clearances and dispatch as appropriate
 - Supporting the administrative actions regarding nominations of participants to sessions of the Conference of the Parties and the subsidiary bodies.
 - Assisting various negotiating groups during the conferences.
 - Supporting the participation of senior officials from within the United Nations system.
6. Performs other duties as required.

Requirements

(Only candidates who meet the essential requirements stated below will be considered.)

Education: Completed secondary education.

Experience At least four (4) years of relevant work experience in an office support function. International experience is an asset;

Specific professional knowledge and job related skills The incumbent must be flexible, well organized and proficient in MS Office: Word, Excel and Access.

Language requirements: Fluency in written and spoken English. Working knowledge of other United Nations languages and/or German is an asset.

To apply

Candidates, whose qualifications and experience match the requirements, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

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 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.**