



## ANNOUNCEMENT FOR TEMPORARY JOB OPENING

**Legal Assistant, G-5**  
Legal Affairs Division  
Institutional and General Legal Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
24 September 2023 23:59 hrs CET	23/TJO21/LA	As soon as possible	6 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.

This position is in the Institutional and General Services (IGL) subdivision of the Legal Affairs Division (LA) of the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC). The incumbent reports to the P4 Legal Officer leading the IGL subdivision.

The Legal Affairs Division (LA) 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 IGL subdivision within LA provides institutional and general legal advice.

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

The primary focus of the Legal Assistant is the provision of substantive, administrative, and logistical support to the various activities undertaken by the IGL subdivision. Tasks will include the following:

#### **1. Maintain and update the UNFCCC Policies Portal and Delegation of Authority (DoA) Portal:**

The Legal Affairs division (LA) is the custodian of the UNFCCC Policies Portal and DoA Portal. The Legal Assistant will, under general supervision, work independently to maintain and update the two portals, including by:

- Uploading new policies on the portal promulgated by the Executive Secretary and informing the policy owner;
- Removing and archiving policies, as per an established workflow, that have been abolished or superseded, including those that are no longer required;
- Verifying all sub-delegations received by LA against an established checklist;
- Uploading relevant information on sub-delegation instruments on the UNFCCC DoA Portal;
- Act as the LA focal point for any queries/requests, as relates to the UNFCCC Policies Portal and DoA Portal.



**2. In coordination with the other Legal Assistant, work independently to provide the following support to the Legal Officers in the subdivision:**

- a. Research and compile materials for use;
- b. Edit, proofread, format, compare draft versions, finalize documents, draft general office correspondence and other communications adhering to UNFCCC editorial and correspondence style guide;
- c. Create, maintain and update internal databases as necessary; generate a variety of standard and non-standard statistical and other reports from various internal databases;
- d. Schedule appointments/meetings, and takes minutes and ensure follow-up on assigned issues;
- e. Assign work assignments to Legal Officers in the subdivision without delay and follows-up to ensure timely delivery;
- f. Handle (or refers to the appropriate Legal Officer) verbal/written inquiries from internal/external parties, including providing latest information on specific legal activities/instruments, etc.;
- g. Maintain proper filing records in electronic format and where required in hard copies;
- h. Use MS Office application as well as SharePoint, produce general draft documents and prepare first drafts of presentation materials, including PowerPoint presentations;
- i. Ensure adequate and necessary office supplies/equipment are available within the subdivision.

**3. In coordination with the other Legal Assistant, work independently to manage the review and final clearance of legal instruments on Sia, the UNFCCC intranet:**

- a. Train colleagues across the secretariat on the procedures/process relating to the review and finalization of legal instruments and their subsequent final clearance through Sia; review and update the SoPs relating to such procedures/processes as necessary;
- b. Upload documents on Sia;
- c. Maintain the integrity of documents on Sia by ensuring draft legal instruments and their supporting documents are uploaded correctly;
- d. Facilitate the review and finalization of draft legal instruments through Sia;
- e. Ensure draft legal instruments have been finalized and properly formatted by concerned Divisions before commencing, without delay, the final clearance process on Sia; follow-up to ensure final clearance process is concluded expeditiously.

**4. Perform other tasks as required, including:**

- a. Act as back-up to colleagues within LA on defined matters;
- b. Act a focal point within LA and for LA on designated issues;

**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**

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Completed secondary school (High school) diploma or equivalent.

#### **Experience**

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Five (5) years of experience in paralegal work, conference servicing, general office support or related area, with progressive increase in responsibilities. Experience in an international environment, preferably in a United Nations common system organization or other intergovernmental organization is desirable.

#### **Language skills**

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Fluency in English (both oral and written) is required. Knowledge of another UN official language desirable. Working knowledge of German is an asset.

#### **Specific professional knowledge and skills**

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- Good knowledge of office technology such 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 confidential information;
- Ability to communicate clearly and 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. 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 may be considered for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the applicant works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. Therefore, all applications must be supported by 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: Euro 3,743 plus other UN benefits, 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.

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