



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT

(3 posts in one Vacancy Announcement)

CONFERENCE AFFAIRS SERVICES (CAS) PROGRAMME

Logistics unit

VACANCY ANNOUNCEMENT NO:	VA 11/038/CAS
PUBLICATION/TRANSMISSION DATE:	11 May 2011
DEADLINE FOR APPLICATION	09 June 2011
TITLE AND GRADE:	Conference Services Assistant, G-4
POST NUMBER:	CDM-2933-V529-G4-001
	CDM-2933-V529-G4-002
	CDM-2933-V529-G4-003
INDICATIVE ANNUAL SALARY:	Euro 30,807 net, plus UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

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.

Responsibilities

Under the general supervision of the Coordinator, Conference Affairs Services and the direct supervision of the Associate Conference Services Officer, the incumbent provides logistical and administrative support for sessions, conferences, meetings, workshops and other events organized in Bonn and abroad. The particular duties will include:

1. Assists more senior Conference Services staff in the preparation of and during UNFCCC events by:
 - (a) Providing input to tender documents and requests for quotations for services needed during UNFCCC events, preparing and forwarding requisition forms and corresponding specifications to the Procurement and General Services Unit (PGSU) to carry out the bidding procedures, following up on the selection of the successful bidder and coordinating directly with PGSU or through the Programme Administrative Teams, as appropriate, on the issuance of contracts;

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- (b) Providing input to the planning of telephone and IT equipment allocation and preparing telephone lists (mobile and landline);
 - (c) Liaising with technicians, contractors, premises staff and all service providers prior to and during the meetings to ensure that all equipment is working properly, services are being provided and that offices and meeting rooms are furnished properly;
 - (d) In coordination with the Associate Conference Services Officer, collect input for the staff assignment list (SAL); acting as SAL Focal Point and liaising with the respective secretariat Focal Points to ensure finalization of the SAL in a timely manner,
 - (e) Collecting input, including from the host country counterparts for inclusion in the Host Country Agreements (HCA) and/or Memorandum of Understanding (MOU);
 - (f) Liaising with the Procurement and General Services Unit (PGSU) to procure shuttle service for bank runs, arrival/departure of venue participants/members, including coordination of number of participants;
 - (g) Providing list of participants to the UN Events Security Coordinator and assist on coordinating ad hoc demands of participants' related security issues;
 - (h) Preparing name plates, badges and signage and ensuring that all signs are posted as required.
2. Handles shipment from the UNFCCC headquarters to the conference site and back by:
 - (a) Planning the shipment timeline together with the Associate Conference Services Officer;
 - (b) Liaising with shippers directly; coordinating and overseeing the collection and delivery;
 - (c) Overseeing the packing and unpacking;
 - (d) Preparing inventory lists of goods;
 - (e) Preparing customs papers;
 - (f) Managing storage and delivery of all consignments and equipment received for participants .
 3. Handles hospitality/catering services, including ordering, ensuring timely delivery, and being responsible that meeting rooms are clean throughout the meeting duration.
 4. Provides general administrative duties by:
 - (a) Drafting routine correspondence for the signature of the more Senior Conferences Services staff;
 - (b) Drafting information note for participants, including collecting input from the host country counterparts;
 - (c) Ensuring that information note for participants is reproduced for distribution on site;
 - (d) Maintaining Logistics' filing and archiving system on paper and electronically;
 - (e) Telephone coverage (screening calls, routing messages);
 - (f) Sending e-mails and faxes
 5. Performs other duties as assigned.

Requirements

- Completed secondary education and secretarial/commercial training or equivalent. Training in event organization an asset.
- At least four years of relevant experience in an office support function. Experience providing office support functions related to international events management an asset.
- The incumbent must be flexible, well organized and proficient in MS Office: Word, Excel, Access and PowerPoint.
- Fluency in written and spoken English. Working knowledge of other United Nations languages and/or German is an asset.

Evaluation criteria

Professionalism: Good understanding of the functions of the post.

Communication: Good communication skills (spoken and written), including ability to draft and edit standard correspondence.

Planning & Organizing: Good organizational skills and ability to handle work in an efficient and timely manner.

Client (service) oriented: Ability to meet time line for delivery of product or services.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment.

Technological Awareness: Fully proficient computer skills include the use of software packages such as Word (including document formatting), Excel, and other relevant software applications.

Commitment to continuous learning: Initiative and willingness to learn new skills.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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 your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.