



## VACANCY ANNOUNCEMENT

### Meetings Management Assistant, G-6 Conference Affairs Division Meetings Management Subdivision

(This is a re-advertisement of VA 21/048/CA published in July 2021; candidates who continue to be interested in the position need to apply again)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 January 2023 23:59 hrs CET	VA 22/082/CA	As soon as possible	Two years 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.

#### **Where you will be working**

The position is located in the **Meetings Management team** of the Conference Services division, and supports the logistics of conferences, workshops and events held in Bonn, including the space, equipment and support services required. It ensures the provision of optimal conference facilities and services and develops and implements the secretariat's meeting service standards. The team also provides logistical expertise to hosting Parties and organizing divisions for secretariat meetings and workshops held outside Bonn.

#### **What you will be doing**

Reporting to the Conference Services Officer, P-3, you will work to support the management of arrangements for the sessions of the governing and subsidiary bodies, as well as for a wide range of workshops and other events during the year held in and outside of Bonn.

#### **Your responsibilities**

1. Prepare and draft "statement of requirements" for potential host governments for meetings of the Conference of the Parties and other official UNFCCC meetings and workshops; Maintain the calendar of official UNFCCC meetings;
2. Participate in the preparation of the host country agreement, memoranda of understanding as per the agreed terms for matters pertaining to facilities, equipment and services, including soliciting inputs from secretariat-wide divisions, including providing information to host government officials and vendors as necessary;
3. Participate in missions as assigned for the planning of facilities, related equipment and services, for designated conferences away from Bonn and to establish the suitability of facilities at the proposed meeting site: Liaise with host governments, venue providers and related services vendors to make appropriate arrangements for meeting facilities, equipment and service needs;



4. Liaise with representatives of UNDSS and UN DGACM in advance of each meeting on required services and prepares proposals for provision of these services; Work closely with clients and service providers to implement facility related requirements, including signage and space allocation;
5. Process procurement actions for facilities and related equipment and services in the ERP system, as well as invoices received; Maintain a registration database for in-session meeting room requests, ensuring that all requests are acknowledged, and appropriate meeting rooms are assigned; Produce meeting room request statistics and analysis reports;
6. Liaise with external and internal clients on facility-related commercial space, as well as exhibition facilities and requirements for side events; For meetings in Germany, liaises with the conference center and UN Common Services to ensure that all facilities required for each meeting are provided; Obtain estimates and liaises with the Programme Management Officer regarding their approval;
7. Draft allocation of staff responsibilities including host country staff assigned to the team for each meeting, liaising with temporary staff about assignments and providing supervision as required; Prepare and review, in consultation with Programme Management Officers of respective divisions, cost estimates for UNFCCC meetings and workshops;
8. Analyze, after each meeting, the requirements and outcome to identify possible improvements in arrangements and potential cost reductions; draft requirement revisions and assist in additional meeting scheduling, ensuring proper servicing of these meetings by evaluating the needs and availability of additional resources required;
9. Support the routine review of existing policies and procedures related to meetings management to ensure that requirements, policies and procedures are aligned to evolving environments; Support the preparation of technical reports and briefings concerning the logistical arrangements of sessions and meetings; Participate in secretariat-wide or other working groups at regular meetings with UN Agencies and Host Country to provide technical advice related to meetings services matters;
10. Perform any job-related activity required to meet the overall goals and objectives of the team, division, as well as those of secretariat-wide mandates.

### **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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**Required:** Completed High School/Secondary education or equivalent. A certification in project management, or similar field, would be an asset

### **Experience**

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**Required:** At least seven (7) years of experience in conference services or event management or related field is required. Experience in servicing intergovernmental meetings is desirable. Proficiency in use of UN system tools including Enterprise Resource Planning (ERP) systems such as SAP is desirable. Experience in meetings management databases is desirable. Experience with an international organization and/or the United Nations is desirable.

### **Language skills**

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**Required:** Fluency in English (both oral and written).

**Advantage:** Knowledge of another UN official language is desirable.

### **Specific professional knowledge or skills**

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**Other:** Excellent planning and organizational skills with a strong service-oriented attitude. Excellent interpersonal and communication skills, flexibility and organizational skills with strong capacity in multitasking, in particular in high-pressure situations and in short timeframes. Demonstrated project management skills.

## **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 particular 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. 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 annual salary: Euro 47,817 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>



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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.

The UNFCCC secretariat has been made aware of various correspondence, being circulated via e-mail, from Internet web sites and via regular mail or facsimile, falsely stating that this correspondence is issued by, or in association with the UNFCCC secretariat and/or its officials. These scams, which may seek to obtain money and/or in many cases personal details from the recipients of such correspondence, are fraudulent.

Please see link below for more information:

<https://unfccc.int/this-site/fraud-alert>

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