



VACANCY ANNOUNCEMENT

Senior Staff Assistant, G-6 Operations Coordination Department Office of the Senior Director

(This is a re-advertisement of VA 22/089/OC published in December 2022; 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
24 March 2023 23:59 hrs CET	VA 23/030/OC	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 will you be working

The position is located in the Front Office of the Senior Director of Operations Coordination, which ensures the strategic focus, effective coordination and operational improvement of the Operations department by collaborating with Programmes Coordination and the Executive division in taking and reviewing decisions on the strategic direction and priorities of the secretariat and the corresponding allocation of resources. It ensures that all divisions of the department contribute to the secretariat's aspiration to remain a strategically agile and effective organization, fostering the organization-wide culture and values of innovation, agility and flexibility for the achievement of its goals and mandates. Operations Coordination takes a coherent, secretariat-wide approach to resource mobilization and partnerships through coordination, policy support, processes, capacity-building and development of the required intelligence, tools, resources and services.

You will provide administrative and organizational assistance to the Senior Director of Operations Coordination (D-2); coordinates the communication flow within and outside the department; and serves as focal point for information relevant to the department's work programme.

Your Responsibilities

1. Overall coordination of activities in the front office of the Senior Director:

- a. Provides organizational and substantive support in managing priorities and work flows of the Office of the Senior Director;
- b. Establishes, maintains and improves organizational procedures and ensures optimal information flow between the front office of the Senior Director and immediate contacts, in particular the Office of the Executive Secretary, the Deputy Executive Secretary and the offices of senior and division directors;



- c. Takes full responsibility for time management and scheduling on behalf of the Senior Director with appropriate consultation as required; effectively prioritizes and resolves related conflicts and competing demands;
- d. Coordinates and monitors multiple and diverse activities and work processes to ensure that management directives and decisions are properly carried out and products delivered in a timely manner;
- e. Organizes internal and external meetings, and handles all necessary arrangements, preparing relevant background documentation, presentation materials using appropriate technology/software, special briefing and meeting planning files and participates in these meetings where appropriate;
- f. Guides and advises junior office support staff, establishes priorities and deadlines, assigns work and reviews outputs, trains office support staff in administrative, protocol and other relevant procedures.

2. Maintenance of an efficient system for the management and flow of information, documents and incoming, outgoing and pending correspondence, including such of confidential nature:

- a. Screens and prioritizes all incoming correspondence, compiles relevant background documents and references, identifies issues requiring the Senior Director's attention and refers others to relevant officers for appropriate disposition, monitoring and following-up on actions to be taken;
- b. Screens outgoing mail for the signature or approval of the Senior Director, carries out quality control functions for outgoing documents; proof-reads and edits texts for adherence to established standards of format, grammar and style;
- c. Independently handles a wide range of complex information requests and inquiries (e.g. answering requests requiring file or other research); responds, and drafts responses, to a diverse range of correspondence and other communication;
- d. Serves as a communications link between the Senior Director, senior managers and secretariat staff at all levels; keeps others informed on behalf of the ES by conveying directives, reports, status updates and other relevant information; brings sensitive and urgent matters to the attention of the Senior Director;
- e. Prepares, processes and classifies confidential information;
- f. Performs data entry and extraction functions;
- g. Establishes, maintains and improves paper and electronic filing systems; acts as focal point in the Office of the Senior Director for the records management system;
- h. Assists the Senior Director in monitoring follow up to action requests.

3. Assistance in the planning and organization of Senior Directorial representation at intergovernmental and other high-level meetings:

- a. Serves as first point of contact and liaison with senior officials internally and externally, e.g. high-level UN, IGO and government officials and elected officers of Convention bodies;
- b. Organizes official receptions, events, etc., handles all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, briefing notes, presentation materials using appropriate technology/software, special equipment, etc.);
- c. Provides supports, as required, in making travel arrangements for the Senior Director.

4. You will perform any other job-related activity required to achieve the goals and objectives of the division and/or the secretariat.



Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

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.

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.

Your qualifications

Educational Background

Required: Completed secondary education.

Asset: Formal secretarial/clerical training or equivalent

Experience

Required: At least seven (7) years relevant working experience carrying out functions as a Secretary, Personal or Team Assistant, some of which should have been in an international environment. Experience in using a wide range of office support independently, secretarial and administrative functions, including by utilizing various tools such as data visualization (including dashboards), Word, Excel and Power Point as well as electronic mail and Internet browsers in a Windows environment, SharePoint and EPRs.

Experience with supporting the development of work plans, targets and time schedules and monitoring and reporting against the same, as well as handling budget-related activities is an asset.



Language skills

Required: Proficiency in English (written and spoken).

Desirable: Working knowledge of another United Nations language or knowledge of German is an asset.

Specific professional knowledge and job-related skills:

Ability to work independently, setting priorities and staying focused in a busy environment; Ability to work with highly confidential information; Ability to communicate easily and find innovative ways to engage in working with internal and external stakeholders; Experience in logistical support for meetings and events as well as with travel issues.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may 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>

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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