



## ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

**Team Assistant, G-4**  
Mitigation, Data and Analysis (MDA) Programme  
Inventories & Data Services Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
04 May 2018	18/TA10/MDA	As soon as possible	Until 28 February 2019	Bonn, Germany

Publication date: 23 April 2018, Post number: 30510497, Funding: MDA core funding

**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 historic 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.

The Mitigation, Data and Analysis (MDA) Programme supports implementation activities and the intergovernmental negotiations on matters relating to mitigation and transparency, including on national communications, greenhouse gas inventories, assigned amounts and policy instruments.

The Information and Data Services (IDS) Unit, within MDA, is responsible for the preparation and release of data-related documents and web-based products based on data on greenhouse gas emissions and other mandated information submitted by Parties under the Convention, the Kyoto Protocol and the Paris Agreement.

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

Under the guidance of the Team Lead (Information and Data Services Unit), you will be responsible for the following activities:

1. You will provide general secretarial and administrative support to the sub-programme, ensuring all official documentation and correspondence is prepared, edited and formatted according to the UNFCCC Editorial and Correspondence style guides. Activities include but may not be limited to:
  - a. Drafting routine correspondence, tables and graphs, final formatting reports, official documents, and other UNFCCC correspondence, searching for relevant background material that may be needed for reply; preparing presentations using PowerPoint; preparing and sending faxes, letters and e-mail messages;
  - b. Supporting the programme officers and chairs during sessions of the COP, SBs and AWGs by preparing briefing handbooks and documentation for meetings and/or sessions, collecting and compiling submissions from Parties, preparing lists of speakers and collecting statements from Parties and organizations, sending draft documents to relevant focal points for in-house circulation and pre-editing, incorporating requested changes by editors and responding to requests for information from delegates;
  - c. Monitoring the status of documents throughout the editing process, following up to ensure they are processed within deadlines;
  - d. Proof-reading and checking correspondence, reports, statistical tables and other documents for accuracy, format, spelling, grammar, attachments and addresses;
  - e. Taking notes and preparing draft minutes at meetings.



2. You will coordinate the communications flow of the sub-programme ensuring the timely dissemination of routine information both within and outside the sub-programme. Activities include but may not be limited to:
  - a. Maintaining appointment schedules and contact lists;
  - b. Placing and screening telephone calls, responding to routine requests for information, receiving visitors;
  - c. Screening, registering and routing incoming mail and ensuring follow-up action on pending issues according to deadlines and priorities; maintaining office files, archives and records (both paper and electronic); and
  - d. Organizing phone and video conferences as requested.
3. You will support the submission process for GHG inventory data and other information by:
  - a. Monitoring the relevant submission mailboxes and tracking submissions;
  - b. Verifying, accepting and processing of the submissions;
  - c. Preparing and updating relevant webpages regarding submissions.
5. You will perform any other job related activity required including providing orientation and training to new or temporary assistance.

### **What are we looking for**

#### **Educational background**

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Required: Completed secondary education.

#### **Experience**

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Required: At least four (4) years of progressively responsible experience carrying out functions in general secretarial and administrative support with demonstrated experience in working with databases, web-based applications (ideally Sharepoint) and other electronic communication software.

#### **Language skills**

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Required: Fluency in spoken and written English is required.

Desired: Knowledge of other UN working languages and/or German.

#### **Job related skills**

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Required: Excellent coordination skills and attention to detail;  
Ability to communicate and coordinate effectively with team members and other teams within the secretariat;  
Proficiency at working with data bases, webpages and utilizing internet resources;  
Proven ability to process large amounts of numerical data;  
Proficiency at working with Share point highly desirable;  
Knowledge of styles or guidelines for formatting official documents and reports;  
Excellent computer skills in a Windows environment especially with regard to Word and Excel.



**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. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. 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. 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.
  3. Indicative net monthly salary: Euro 2,765 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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