



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

Programme Assistant, G-5
Mitigation Division
Regulatory Framework Implementation Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 May 2024 23:59 hrs CET	24/TJO11/M	As soon as possible	364 days 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 located in the UNFCCC secretariat in Bonn, Germany, in the Mitigation division, which supports Parties in facilitating, catalysing and cooperating in the implementation of ambitious climate action in line with global efforts to limit temperature increase. Parties will be supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

What you will be doing

Under the general supervision of the Manager (P-5) of the Regulatory Framework Implementation subdivision and under the direct supervision of the Programme Assistant (G-6), and with significant leeway permitted for the exercise of independent judgment, the incumbent provides administrative and organizational assistance to unit teams.

Key results expected are:

- Acts as focal point for logistical and organizational support to intergovernmental meetings and workshops;
- Provides administrative/secretarial support to the teams;
- Contributes to the implementation of the unit specific activities.

You will have the following responsibilities

1. **Acts as focal point for the logistical and administrative support to intergovernmental meetings, workshops and side events:**
 - a. Coordinates administrative preparations for meetings (venue selection, budget control, contracting, on-site services etc.) with various programmes in the secretariat and external counterparts; ensures under own responsibility that such preparations are implemented on a timely basis; sends out invitations to participants, coordinates their travel, ensures DSA distribution and visa arrangements; liaises with speakers, and ensures all administrative requirements relating to their participation are met;



- b. Prepares conference-level documents, including spell-check, formatting and compiling of official documents; coordinates the approval process and supports the drafting of agendas and reports;
- c. Updates the market and non-market mechanisms website, writing and revising the content, as necessary; ensures submissions by Parties, Intergovernmental Organizations (IGOs) and Non-Governmental Organizations (NGOs) are uploaded on this website and are appropriately filed.

2. Provides administrative/secretarial support to the teams:

- a. Coordinates the teams' administrative activities which involves extensive liaison with diverse organizational units to initiate requests, obtain and follow-up on administrative actions, e.g. recruitment and appointment of personnel, travel arrangements and follow-up on official missions, authorization of payments, disbursement of funds, procurement of equipment and services, etc;
- b. Monitors status of the team's work programme and project proposals and receipt of relevant documentation for review and approval;
- c. Responds to complex as well as general information requests and enquiries;
- d. Reviews, logs and routes incoming correspondence; follows up on pending issues;
- e. Establishes and maintains a unified, efficient electronic filing system
- f. Assists staff with standard processes, such as travel requests and reports, time reporting, and various contract issues;
- g. Arranges team meetings, drafts reports and tracks follow up activities;
- h. Edits and maintains the teams' intranet websites;
- i. Identifies official missions that require internal collaboration.

3. Contribute in the design and implementation of team activities:

- a. Compiles, summarizes, and presents basic information/data on specific team related projects, including preparing initial drafts on articles and reporting of the activities of the teams for internal communications purposes;
- b. Researches relevant background materials;
- c. Enters information into databases, performs procedural steps through electronic web interfaces; ensures the accurate entry of information, including checking that information submitted is in accordance with applicable procedures;
- d. Assists in the development and maintenance of internal collaborative resources.

4. Performs any other job-related activity required to achieve the goals and objectives of the sub-programme, the programme or the secretariat, including providing back up functions for other team members.

Competencies

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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

Required: Completed secondary education. Formal secretarial or other related training is an asset.

Experience

Required: At least five (5) years relevant working experience carrying out functions as a Secretary, Personal or Team Assistant, some of which should have been in an international environment.

Language skills

Required: Proficiency in English (written and spoken) is required.

Advantage: Working knowledge of German and/or another United Nations language is an asset.

Specific professional knowledge and skills

Good knowledge of office technology such as 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 highly confidential information;
Ability to communicate effectively with internal and external stakeholders.

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 post.



Page 4

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 can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present 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 and allowances: EUR 3,743 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.
