



## ANNOUNCEMENT FOR TEMPORARY JOB OPENING

### Programme Assistant, G-5 Transparency Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 September 2022 23:59 hrs CET	22/TJO23/T	As soon as possible	Until 30 April 2023	Bonn, Germany

Publication date: 16 September 2022, Post number: 30525271, Funding: 40 FCA

**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.

The Transparency division which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture and Koronivia, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis.

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

The post is located in the Inventory Unit of the MRV/ETF, Reporting & Review Subdivision and reports to a Team Lead, P-4. The incumbent supports the sub-division in achieving its goals, the overall purpose of which is to support all Parties in the implementation of reporting and review under the current MRV system, including international assessment and review (IAR), international consultation and analysis (ICA), GHG inventories and REDD+ activities, coordination of work on agriculture, including Koronivia and LULUCF, and overall coordination of negotiations on MRV, ETF, GHG inventories, REDD+, agriculture and LULUCF aspects. Additionally, the subdivision will facilitate the implementation of the ETF, including biennial transparency reports and tracking progress on NDC achievement and GHG inventories under the Paris Agreement.

The MRV/ETF Reporting and Review Subdivision consists of four units:

1. Biennial Reports (BRs) and National Communications (NCs) Reporting/Review and MA Unit (BR/NC Unit)
2. Biennial Update Report (BUR) reporting/Analysis and FSV Unit (BUR Unit)
3. GHG Inventories Reporting/Review Unit (Inventory Unit)
4. REDD+, Agriculture and LULUCF (Land use, Land-use Change and Forestry) Unit (AFOLU Unit)

#### **Responsibilities**



- 1. Ensures programme support for the reporting, review and multilateral consideration processes on Party submissions under the Convention and the Kyoto Protocol, including National Communications, Biennial Reports, Biennial Update Reports, annual GHG inventories, and REDD+ submissions, as well as programme support for the reporting, review and consideration of biennial transparency reports (BTRs) under the Paris Agreement, once initiated:**
  - a. Provides administrative support for review and technical analysis activities, involving support to the activities of review teams, including between the responsible government focal points, the technical experts and review coordinators;
  - b. Tracks the progress in organisation of the reviews and technical analyses and ensures that all logistical/administrative steps are taken on time in accordance with the standard operational procedures; provides feedback on the relevant steps of the standard operational procedures;
  - c. Compiles relevant background material, essential in ensuring that comprehensive and accurate information is available as required; collects and analysis relevant statistical data; analyses current practice in the Transparency Division related to support for the review process, including storing, maintaining, utilizing and enhancing the roster of experts and the reporting and review tools;
  - d. Finalizes reports for publication, including formatting the document following the relevant guidance for document preparation;
  - e. Maintains relevant data bases (such as roster of experts), supports testing, maintenance and use of relevant IT and non-IT review tools, such as virtual team room required for the current MRV system and the Enhanced Transparency Framework to come;
  - f. Evaluates, proposes and implements administrative and logistical activities to establish the new ETF Coordination Unit, taking into account lessons learned within the Transparency Division and across the secretariat, updating them overtime to take into account experience gained;
  - g. Identifies and provides administrative and logistical support to innovative approaches to promote the MRV and ETF both internal and external to the secretariat.
- 2. Ensuring logistical support to staff and experts in collaboration with relevant units of the secretariat:**
  - a. Coordinates invitation and registration for expert meetings, lead reviewers' meetings, reviews, workshops, and other inter-sessional events;
  - b. Liaises with the Travel Unit and Finance Unit of the secretariat, makes logistical arrangements, contacting participants, arranging hotel reservations, initiating travel requests and maintaining the participants' travel arrangements in liaison with the relevant unit to conduct follow-ups to ensure completion of related travel arrangements within timeframe set;
  - c. Monitors the relevant budget expenditures, comparing expenditures with approved budget allocations to ensure maximum cost savings related to the logistical arrangements; makes recommendations as required.
- 3. Ensuring the timely preparation of reports and documents for conferences and meetings:**
  - a. Compiles, analyses and summarizes background materials and information for use in the preparation of reports and official documents; and
  - b. Maintains filing and archiving system according to the UNFCCC or programme standards, as relevant.
- 4. Representation/Communications:**



- a. Serves as focal point for administrative coordination of the processes, involving extensive liaison with the Administrative Services, Human Resources, and Information and Communication Technology division, the Conference Affairs division, and national focal points to exchange specialized and routine information, monitor and follow up on deadlines and ensure timely logistical arrangements for meetings and workshops.
  - b. Responds independently to a wide range of requests for specialized administrative information, both inside and outside the secretariat.
  - c. Organizing phone and video conferences as requested;
  - d. Monitors and updates the relevant sections of the UNFCCC web site;
  - e. Monitoring the Unit's mailbox and taking the required follow-up actions, such as responding to queries on the Unit's work activities and on administrative matters pertaining to the workshops/technical reviews and assessments and intergovernmental sessions, as appropriate.
5. **Performing any other job-related activity** required to achieve the goals and objectives of the team, the subdivision, the programme or the secretariat, including administrative and logistical support to the other reporting and review processes.

### **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.

**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**

---



Page 4

Completed secondary education. Formal training or studies in computer science or information technology would be an asset.

### **Experience**

At least five (5) 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**

Excellent fluency in English, written and spoken. Working knowledge of German an asset. Knowledge of another United Nations language desirable.

### **Specific professional knowledge and skills**

Excellent organization skills and attention to detail;  
Proficiency at working with office technology such as MS office package (Word, Excel, PowerPoint), Microsoft teams, Internet, webpage editing and e-mail applications; experience in using Sharepoint and other electronic communication software is highly desirable;  
Ability to communicate effectively with staff within with internal and external stakeholders;  
Ability to work with highly confidential information;

### **What is the selection process**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

### **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 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 monthly salary: Euro 3,317 plus other UN benefits.

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.