United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

ADMINISTRATIVE SERVICES (AS) PROGRAMME

ANNOUNCEMENT NO:	**13/035/AS**
PUBLICATION DATE:	**7 May 2013**
DEADLINE FOR APPLICATION	**5 June 2013**
TITLE AND GRADE:	**Staff Assistant, G-5**
POST NUMBER:	**ZRB-2944-G5-001**
DURATION OF APPOINTMENT:	**One and a half years, with possibility of extension**
DUTY STATION:	**Bonn, Germany**
EXPECTED DATE FOR ENTRY ON DUTY:	**1 August 2013**

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions.

Responsibilities

Reporting directly to the Coordinator of the Administrative Services programme, the incumbent is responsible for the smooth running of the Coordinator's front office as it relates to administrative and secretarial functions. In particular, the Staff Assistant:

1. Provides administrative and secretarial support to the Coordinator. Activities include but are not limited to:

a) Maintaining calendars/schedules for the Programme Coordinator; communicating relevant information to appropriate staff inside and outside the office; arranging appointments; receiving visitors, screening and referring telephone calls and keeping a list of contacts; organizing meetings of the Coordinator with staff ranging from bilateral to town hall meetings; taking minutes and ensuring follow-up on assigned issues.

b) Drafting and preparing correspondence and other outgoing communications and performing initial translations (to/from German) as necessary; using MS Word, Excel and SharePoint to produce a variety of complex documents, reports and speeches; generating and/or obtaining statistical tables according to the requirements of the Programme Coordinator; researching, compiling and summarizing

background material for use in the preparation of reports, correspondence, briefs, speeches; ensuring the format of documents, spelling, grammar are in conformity with editorial guidelines, office procedures, channels of communication and protocol.

c) Responding to information requests and inquiries; preparing and processing confidential information; following up with Ministry of Foreign Affairs on pending issues; coordinating the provision of information with the Offices of the Executive and Deputy Executive offices; maintaining SharePoint sites.

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d) Providing assistance to the Coordinator during the Conference of the Parties, subsidiary body meetings or working groups; maintaining a comprehensive record of meeting documents; responding to requests for information from delegates.

e) Provides other duties as assigned

2. Coordinates the communications flow of the programme including following-up of outstanding issues within the programme and between AS and other programme. Activities include but may not be limited to:

a) Receiving, recording and reviewing all incoming correspondence; identifying material requiring immediate action and attaching background material; circulating documents/ information material received ensuring smooth and efficient information flow within the programme and assisting the Coordinator in further enhancing information flow as required;

b) Creating, maintaining and coordinating a unified, efficient records management system (electronic and paper) for the programme, including those records kept in the AS sub-units, and, maintaining and organizing the AS electronic shared (G) drive.

c) Incorporating and updating information on Intranet and SharePoint team sites.

3. Serves as focal point for relevant AS and secretariat-wide committees/projects:

a) Acts as primary focal point for the Financial Disclosure Programme for the entire secretariat;
b) Arranges logistical support for all audit missions; and, acts as alternate audit focal point;
c) Coordinates status of ITS engagement agreement projects within AS.

Essential requirements
(Only candidates who meet the requirements stated below will be considered.)

Educational background: Completed secondary education. Secretarial or other related training is an asset.

Experience: At least five (5) years of progressively responsible experience carrying out functions as a secretary, personal or team assistant, preferably with some experience working in an international organization.

Specific professional knowledge and job-related skills:
- Good knowledge of office technology such as MS office package (Word, Excel, Power Point), Internet and e-mail application. Experience in using Integrated Management Information System (IMIS) or ERP system, Share point, databases and other electronic communication software is highly desirable.
- Good written and oral communication skills, ability to work independently and in a pro-active manner.

Language requirements:
- Fluency in English, written and spoken, is required;
- Working knowledge of German (written and spoken) is required;
- Knowledge of another United Nations language is desirable.

Expected Competencies

Professionalism: Very good understanding of the functions of the post.

Communication: Very good communication skills (spoken and written) including ability to draft and edit standard correspondence.

Planning & Organizing: Very good organizational skills and ability to handle work in an efficient and timely manner. Ability to set and meet priorities.

Client (service) oriented: Proven service-oriented approach to tasks**.**

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Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment.

Technological awareness: Fully proficient computer skills including the use of software packages such as Word (including document formatting), Excel, Power Point, internal databases and other relevant software applications.

Commitment to Continuous learning: Proactive and mature attitude towards self-development**.**

How to apply

Candidates whose qualifications and experience match the requirements for this position, please only use the on-line application system available at http://unfccc.int/secretariat/employment/recruitment.

Please note:

1. **This post is for local recruitment only. 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 Annual Salary: Euro 35,722 plus other UN benefits as indicated in the link below:** https://unfccc.int/secretariat/employment/conditions-of- employment.html