



## VACANCY ANNOUNCEMENT

### Programme Assistant, G-5

Finance, Technology and Capacity-building (FTC) Programme  
Office of the Director

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
06 June 2018 23:59 CET	VA 18/014/FTC	As soon as possible	One and half year with possibility of extension	Bonn, Germany

Publication date: 08 May 2018, Post number: 31025009, Funding: 32FRA, SB-009159

**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 Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

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

Your post will be located in the office of the Director which is accountable for providing overall coordination and management of the programme including the administration of the “Capacity Award Program to Advance Capabilities and Institutional Training in one Year” (CAPACITY) fellowship programme.

#### **What will you be doing**

The fellowship programme aims to strengthen institutional capacity of SIDS and LDCs, through the development of local professional expertise on climate change. The recruited fellows will be distributed among programmes in UNFCCC. The work undertaken by the fellows will be in direct support of the mandates that the Secretariat is delivering. The FTC programme will be requested to regularly report to the Conference of the Parties as part of the secretariat capacity building efforts and the incumbent will support such reporting. In this context and reporting directly to the Director of FTC, you will be accountable for:

- The effective management of the Fellowship Programme
- The efficient administration and delivery of logistics of the Programme.

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

1. Supporting several aspects of the programme delivery, including documentation, to contribute to the effective management of the fellowship programme, you will:
  - a. Liaise with the secretariat programmes to collect inputs on the required fellows and their profiles;



- b. Liaise with programmes hosting the fellows to ensure that required reports on the performance of the fellows are regularly submitted and analyse them with the view to provide a report to the Director of FTC on the overall performance of the Fellowship programme;
  - c. Liaise with the fellows to ensure that the midterm and final reports are provided and are of good quality in line with set guidelines;
  - d. Prepare documents and other communication tools such as PowerPoint presentations and leaflets to be used by the Director of FTC for promotional purposes within UNFCCC, during UNFCCC conferences and with potential new donors;
  - e. Liaise with donors and secretariat programmes in relations to the status of funds;
  - f. Liaise with secretariat programmes to collect inputs on the results achieved through the support of the fellows and compile this information in an input to the regular report on capacity building submitted by the secretariat to the COP;
  - g. Ensure that the information on the fellowship programme website is up-to-date.
2. You will provide administrative coordination by delivering results under the following areas of work:

With regard to Human Resources management, you will:

- a. Assist programmes in preparing terms of reference and profiles for the recruitment of the fellows and liaises with Human Resources unit for the advertising on the UNFCCC website;
- b. Oversee and keeps track of the status of announcements;
- c. Be responsible for all logistical arrangements related to setting up interviews of the fellows;
- d. Conduct a series of reference checks and academic verifications;
- e. Provide induction and orientation to fellows and arranges for their office space, equipment and supplies;
- f. Facilitate payment arrangements, incl. maintaining a tracking table and payment schedules;
- g. Liaise with managers/supervisors on the completion of performance evaluation of fellows.

With regard to budget and finance, you will:

- a. Assist in the preparation of budget performance and donor contribution reports;
- b. Prepare statistical tables and assists in the preparation of quarterly financial reports from the UN specific ERP software Umoja generated data extractions.
- c. Create fund commitments and payments in Umoja and monitors their accurate and timely offsetting and closing;
- d. Monitor status of expenses/commitments and allotments through Umoja and compares with approved budget, recording to the Certifying Officer any discrepancies;
- e. Support the Programme Management Officer in the revisions of the current project proposal and monitor contributions and expenditures, and assist in the preparation of progress reports and final reports;
- f. Be responsible for preparing new project proposals, if required.

You will arrange official travel of fellows, prepare, process and follow-up on administrative arrangements, including liaising with relevant unit in Administration for timely issuance of tickets and visa.

3. You will provide general secretarial support to fellows, maintain files (electronic and in paper), and perform other duties within the range of the position and as required.



## **What are we looking for**

### **Educational background**

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Required: Completed secondary education.

### **Experience**

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Required: At least five (5) years of work experience at the support level providing duties relevant to the functions of the post, such as project and administrative support, liaising with internal and external stakeholder and logistics. Experience must include financial tasks, ideally also reporting.

### **Language skills**

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Required: Fluent in written and spoken English.

Asset: Working knowledge of other United Nations languages.

### **Specific professional knowledge**

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Required: Proficiency in MS office application (Word), and very good excel skills.

Highly desirable: Knowledge of using ERP system, preferably SAP.

### **Job related skills**

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Required: Ability to work with little supervision.  
Good communication skills  
Strong planning and organization skills  
Capacity to establish and maintain good working relationship with internal and external stakeholders.

## **What is the selection process**

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, being accountable, being responsive to clients and partners.

## **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 37,167 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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