



TEMPORARY JOB OPENING

Programme Assistant, G-5
Mitigation Division
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 September 2024 23:59 hrs CET	24/TJO27/M	As soon as possible	364 days with a 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.

Where you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the **Mitigation division (MD)**, 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.

Within the Mitigation division, the **Constituted Bodies and Data Services subdivision** provides effective support on matters relating to the proper governance of the constituted bodies of relevant mechanisms, ensuring well-coordinated services to the bodies and their supporting panels, as well as with other subdivision units.

Under the general supervision of the Programme Officers of the **Mechanisms Registries & Data Systems units**, the incumbent provides support to the teams by reviewing documentation to ensure compliance with rules and procedures on the carbon market mechanisms, by ensuring smooth electronic processes on the different systems and related databases, and by updating information on the different websites on a regular basis. The incumbent will also assist with the proof of concept for facilitating the drafting of documents, analysis of information and transformation of documents into data using large language models, as well as the creation of various internal reporting tools to support the mitigation division.

Your responsibilities

1. **Revising, checking and processing electronic submissions, ensuring compliance with rules and procedures, as well as liaising with focal points:**
 - a. Review submissions for accuracy and completeness, ensuring compliance with rules and procedures; process electronic submissions received through the different web interfaces;



- b. Confirm relevance of documentation received and provide written justification when deviation from a rule or an exception is deemed appropriate;
- c. Propose solutions to complicated cases and take initiative to clarify discrepancies or errors to facilitate prompt resolution;
- d. Conduct due diligence checks on requests from the Registry in respect of submissions (e.g. project activities, PoAs); identify errors or inconsistencies on submitted forms which do not comply with procedures and propose corrective action to the supervisor;
- e. Verify identity of authorized entity representatives and the authenticity of specimen signatures prior to proposing registry transactions for approval or changes in modalities of communication statements.

2. Operating web interfaces and databases related to the different mechanisms information for statistical and reporting purposes:

- a. Operate web interfaces and databases related to carbon markets;
- b. Review publicly available information regarding the current status of UNFCCC carbon market mechanisms and take action to display relevant information on the UNFCCC website and related extranets;
- c. Perform routine checks and implement quality control procedures in relevant databases; support and maintain automated and manual tracking systems where appropriate;
- d. Liaise with ICT colleagues on system efficacy and provide feedback and input to the development and acceptance testing of databases and related electronic workflows;
- e. Maintain information on output of work from Registries for statistical and reporting purposes;
- f. Monitor and update tracking tables for different internal projects and produce line and pictorial graphs to demonstrate result;
- g. Process and file documentation on registration and issuance procedures supported by the different Information Systems; record status changes through report submissions.

3. Providing verbal and written guidance to junior colleagues and external stakeholders, including the preparation of draft guidelines on internal procedures:

- a. Liaise independently with project participants and focal points, including providing verbal and written guidance to facilitate the correct submission of information;
- b. Review feedback received from stakeholders and actively seeks to meet client needs;
- c. Coordinate effective distribution of work between team colleagues to facilitate optimal output of work within a consistent timeframe; provide guidance to junior colleagues on the interpretation of documentation and demonstrate leadership and best practices on how to handle and maintain large volumes of information for ease of reference within the team;
- d. Provide input to establishing best practices, contribute to the revision of internal processes and procedures, and suggest options to optimize data management through workflow improvements; prepare draft guidelines on internal procedures and quality management system documentation.

4. Supporting the development of AI tools in support of workflows/technical assessment activities and the provision of support to colleagues in the application of the tools:

- a. Assist with the preparation of input for response to requests for exploration, identification, and acquisition of data sources to determine their suitability for use in decision-making and advancing the goals of the organization;
- b. Assist in supporting key clients to leverage the use of data science methods through solutions agreed upon by the team and in accordance with established procedures;



- c. Assist with the preparation of input for the design and development of data science products;
- d. Assist in providing client training and developing products, tools and processes to extend the capabilities of client offices;
- e. Adjust customized visualization and presentation products to reveal the findings of analysis for clients;
- f. Assist with the preparation of data sets and respond to queries; and maintain/update web pages.

5. Perform any other job-related activity required to achieve the goals and objectives of the secretariat.

Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

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 an asset.

Experience

Required: At least five (5) years of relevant work experience carrying out functions as a Secretary, Personal or Team Assistant, preferably with some experience working in an international organization. The minimum years of relevant experience is reduced to three (3) years for candidates with a first-level University degree (Bachelor for equivalent).

Language skills

Required: Fluency in English (both oral and written).

Asset: Working knowledge of German an asset. Knowledge of another United Nations language desirable.



Specific professional knowledge and job-related 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 and working well under pressure;

Ability to work with highly confidential information;

Ability to communicate effectively with internal and external stakeholders;

Ability to generate innovative, practical solutions to challenging situations;

Excellent technical and problem-solving skills, including identifying and addressing performance problems, system defects, and software/hardware issues;

Proven experience working in large, complex organizations (international organizations preferred);

Proven ability to plan, prioritize and deliver tasks on time and to produce quality results while meeting established goals;

Effective participation in a team-based, information-sharing environment, through collaboration and cooperation with others;

Able to manage his/her own time and dependencies effectively to deliver high-quality documents according to the time frames agreed with UNFCCC, and escalating issues to the responsible project manager as appropriate.

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.

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. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. 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. 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:



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<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.
