



ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

Programme Assistant, G-4 Mitigation, Data and Analysis (MDA) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
18 May 2018	18/TA13/MDA	As soon as possible	Eleven months	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 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 Mitigation, Data and Analysis (MDA) programme supports the intergovernmental negotiations and provides substantive support on mitigation policy and technical aspects relating to mitigation of climate change. One of its areas of focus is to support the intergovernmental process on matters relating to monitoring, reporting and verification (MRV) as well as to support the current MRV framework through the coordination of technical review and assessment processes (e.g. on national communications, biennial reports and biennial update reports, greenhouse gas inventories, REDD-plus reference levels and results). The programme also undertakes numerous collaborative activities with relevant international organizations.

What will you be doing

You will provide general secretarial and administrative support to the Sectoral Approaches Unit, and when required, the Greenhouse Gas Inventories Unit, both units under the Transparency Framework sub-programme. The work time and activities of yours will be primarily to support the Sectoral Approaches Unit and secondarily, the Greenhouse Gas Inventories Unit. You will be working under the supervision and guidance of the Team Lead of the Sectoral Approaches Unit and will also report to the Team Lead of the Greenhouse Gas Inventories Unit when performing tasks relevant to this unit.

You will have the following responsibilities:

1. You will provide general secretarial and administrative support to the units and sub-programme in the form of tasks on official documentation, in consultation with the documents unit. Activities include but may not be limited to:
 - a. Ensuring that all official documentation and correspondence are prepared in an accurate manner, edited and formatted according to the UNFCCC editorial and correspondence style guides and the status of these documents are monitored and processed on time according to the adopted work flows;
 - b. Publishing and posting official documentation and reports on the relevant web pages , ensuring that they are in accordance to the UNFCCC standard formats;
 - c. Drafting routine correspondence and e-mail messages on administrative, logistical and operational matters relating to the work of the units;



- d. Taking notes and preparing draft minutes of meetings of the unit as support to team leads.
2. You will provide administrative and logistical support to workshops and other intersessional events, and technical review/assessment activities. You will work in consultation with the Programme Administrative Team (PAT), Administrative Services and Conference Affairs programmes. Activities include but may not be limited to:
 - a. Providing, organizing and overseeing logistical support for workshops and meetings (at UN premises, within Bonn and/or outside Bonn), including the proper set up of meeting rooms and office equipment, preparing invitations and following-up, arranging for the electronic distribution of relevant documents and background papers for participants/experts;
 - b. Posting submissions, presentations and e-documents on the relevant web pages;
 - c. Liaising with the Travel Unit and Finance Unit of the secretariat, requesting and following-up on travel arrangements for participants/experts, including visa requirements and arranging for the disbursement of DSA for participants/experts.
 3. You will coordinate the communications flow of the units ensuring the timely dissemination of routine information both within and outside the units. Activities include but may not be limited to:
 - a. Maintaining appointment schedules and contact lists, in particular the Roster of Experts database;
 - b. Organizing phone and video conferences as requested;
 - c. Maintaining the unit's filing system (both electronic and paper);
 - d. Updating databases and ensuring the accuracy of data, including that documentation and information submitted and updated are in accordance with applicable procedures;
 - e. Uploading updates provided by Programme Officers on the relevant sections of the UNFCCC web site;
 - f. Monitoring the units' mailboxes 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.
 4. You will perform any other job related activities, including backing up and assisting other support staff of the programme when required or when requested by the Team Lead.

What are we looking for

Educational background

Required: Completed secondary education.

Experience

Required: At least four (4) years of progressively responsible experience working in administrative, secretarial and office support functions; experience in the UN system or other international organization is desirable.



Language skills

Required: Fluency in spoken and written English is required.

Asset: Knowledge of other UN working languages and/or German.

Jobspecific skills and knowledge

Required:

- Professional knowledge and experience in administrative and secretarial support
- Good computer skills including software applications such as Word, PowerPoint and Excel. Skills in maintaining and uploading documents on web pages design and SharePoint are also desirable.
- Good team work skills, good communication skills with internal and external stakeholders; being able to manage oneself; and being able to deliver results.

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 2,765 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>