



VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Process Management Unit (PMU)

VACANCY ANNOUNCEMENT NO:	VA 14/005/SDM
PUBLICATION/TRANSMISSION DATE:	07 January 2014
DEADLINE FOR APPLICATION	05 February 2014
TITLE AND GRADE:	Team Assistant (G-3)
POST NUMBER:	CDM-2933-V510-G3-001
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

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

The Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The core responsibility of Process Management Unit is to manage the proper governance of the CDM, JI and the intergovernmental negotiating bodies, including their planning, meetings, decision-making processes and regulatory management processes, as well as to manage the delivery of secretariat products to these bodies.

Responsibilities

Under the direct supervision of the Programme Officer (P4) and the general guidance of the Manager (P5), Process Management Unit (PMU) the incumbent provides administrative and logistical support for official meetings related to the Clean Development Mechanism (CDM) and Joint Implementation (JI), as well general office support functions, in order to ensure the smooth functioning of the EB/JISC & CMP Support team and other units.

The functions of the Team Assistant include:

1. On-site assistance for meetings;
2. Provision of general office support and administrative functions to ensure the smooth functioning of the PMU and other units.

1. On-site assistance for meetings:

- Receives, sorts and organises official documentation for meetings, including retrieving documents from the Internet;
- Delivers documents, texts, proposals and background material to the Chairs of constituted bodies, panels and working groups, and participants in the meeting room during meetings;
- Makes travel arrangements for meeting participants and staff, and assists in processing documentation related to the disbursement of DSA;
- Assists assigned meeting staff and participants in meeting rooms;
- Receives and makes phone calls to exchange urgent information.

2. Provision of general office support and administrative functions to ensure the smooth functioning of the PMU and other units:

- Uses standard word processing packages to produce a variety of routine correspondence, reports, charts, graphs, etc. in accordance with institutional standards;
- Reviews, records and routes mail or other documents, gathers pertinent background material, monitors follow up action as required;
- Drafts routine correspondence and written responses to enquiries or routes to appropriate personnel for handling;
- Maintains files (both paper and electronic);
- Performs basic data entry and maintains large distribution lists used in conjunction with the work of the units; checks the accuracy of simple calculations, coding, data, etc.;
- Assembles documents, reports and materials for global dissemination, using electronic formats where possible;
- Photocopies a variety of documents and other material;
- Performs administrative duties (e.g. monitoring and ordering office supply and equipment; preparing and/or processing administrative requests/documents such as travel requests, expense claims);
- Arranges programme internal meetings (e.g. room booking, setting up of beamer; etc).
- Backs up other staff in the unit.

Requirements

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

Education: Graduation from secondary school or equivalent.

Experience: At least three (3) years of general office experience. Experience with the UN system and/or other international organizations is an asset. Experience in the field of conference servicing or related field is desirable.

Specific professional knowledge: Good computer skills including the use of software packages such as Word, Excel, Lotus notes for e-mail and calendar functions, internet, databases, and other relevant software applications.

Job-related skills: Good organizational skills and ability to set priorities as necessary.

Language requirements (if applicable): Fluency in English. Working knowledge of other UN languages is an asset.

To apply

Candidates whose qualifications and experience match the requirements for this position, should 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 28,734 plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>