



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT

CONFERENCE AFFAIRS SERVICE (CAS) PROGRAMME

External Relations

VACANCY ANNOUNCEMENT NO:	VA 09/042/CAS
PUBLICATION/TRANSMISSION DATE:	16 June 2009
DEADLINE FOR APPLICATION	15 July 2009
TITLE AND GRADE:	Representation and Protocol Assistant, G-5
POST NUMBER:	FCA-2942-G5-002
INDICATIVE ANNUAL SALARY:	Euro 31,761 net, plus UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
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 is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Conference Affairs Services programme provides comprehensive conference services for all sessions of the UNFCCC Convention and Kyoto Protocol bodies, as well as meetings and workshops organized in the intergovernmental climate change process. These services include conference and working facilities allowing for up to 10,000 participants; liaison with Parties, Observer States, IGOs and NGOs; security and protocol arrangements; registration of participants to sessions and meetings; travel arrangements for participants from Parties eligible for funding; planning and editing of parliamentary documents; and coordination of document registration, translation, reproduction, dissemination and storage.

Responsibilities

Under the direct supervision of the External Relations Officer, the incumbent provides assistance with protocol and external relations matters; is responsible for travel arrangements for funded delegates; and coordinates, monitors and maintains the registration process for participants to sessions of the Convention bodies. In particular, the incumbent:

1. Assists in the coordination of protocol and external relation services for Parties and representatives of UN organizations by:
 - Acting as focal point with local and international protocol offices, diplomatic missions and with the Host Government concerning secretariat activities;
 - Researching and compiling information pertaining to National Focal Points and UN systems organizations.

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- Screening and distributing incoming mail, and ensuring timely responses; receiving and replying to / referring telephone enquiries;
 - Drafting note verbales, diplomatic correspondence and official communication for signature by senior officials; checking correspondence, reports and documents prepared by other staff to ensure conformity with correspondence guidelines, appropriateness, format, style, forms of address;
 - Providing facilities and support for various negotiating groups during the conferences
 - Collecting and recording credentials, monitoring their status and verifying with delegates where necessary;
 - Preparing in-session conference documents on the expression of gratitude, and the report on credentials; overseeing the preparation of first and final drafts of lists of participants.
2. Coordinates, monitors and maintains the registration of participants to UNFCCC sessions, workshops and meetings, by:
- Drafting notifications of UNFCCC sessions and monitoring timely clearance and mass dissemination to counterparts; filing incoming nominations and accreditations;
 - Leading the day-by-day running of the registration, being responsible for the correctness of data for participants' registration and production of access badges; preparing and producing individual data profiles;
 - Overseeing the registration desk at UNFCCC sessions, including training and monitoring the data entry and registration teams, and making all logistical arrangements for the registration desk and equipment;
 - Preparing and overseeing the registration of participants to extra-session meetings and workshops, including on-site registration support;
3. Is responsible for the processing of travel for funded delegates to meetings of the Conference of the Parties, subsidiary bodies, workshops, expert meetings and other ad hoc UNFCCC meetings by:
- Preparing and sending out 'Offers for Funding' notifications to eligible countries;
 - Processing and following-up on administrative actions, including assistance with the provision of visas;
 - Compiling and maintaining the list of beneficiary countries.
4. Performs other duties as required.

Requirements

- Completed secondary education and secretarial/commercial training or equivalent.
- Knowledge of MS office suite (Word, Excel, Power Point, Access), Internet Lotus Notes Right Fax.. Good knowledge and working experience of HTML and web designing tools is required as well as exposure to electronic workflow systems.
- At least five years of relevant working experience in an office support function, preferably with two years experience in an international environment. Experience with protocol and liaisoning in an international environment would be an asset.
- Fluency in English. Working knowledge of German. Working knowledge of other UN languages is an asset.

Evaluation criteria

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 organisational skills and the 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

Teamwork:

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

Technological awareness:

- Fully proficient computer skills and use of software such as Word (including document formatting), Excel and PowerPoint, internal databases and other relevant software applications

Commitment to Continuous Learning:

- Proactive and mature attitude towards self-development

To apply

In order to apply for this vacancy please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the “apply” link next to the vacancy announcement.

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 your application, however, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**