



## VACANCY ANNOUNCEMENT

**Programme Assistant, G-5**  
Mitigation, Data and Analysis (MDA) Programme  
Review, Methods and Training Sub-programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 September 2015	VA 15/032/MDA	As soon as possible	One and a half years with 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 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 Mitigation, Data and Analysis (MDA) programme** supports the intergovernmental negotiations and implementation on matters relating to national communications, inventories, assigned amounts, measurement, review and verification and policy instruments under both, the Convention and the Kyoto Protocol. MDA is also responsible for the substantive support of the international transaction log and registry systems under the Kyoto Protocol.

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

You will be working in the Training and Certification (TC) unit of the RMT sub-Programme. RMT activities covers matters related to mitigation activities of Annex I Parties (developed countries), including reporting and review of Annex I Parties submissions, training of experts and methodological issues. You will report to the team lead of the TC unit, you will be accountable for logistical and administrative support to the implementation of the training programmes, and provide secretarial and administrative support to the manager of the sub-programme and the team lead of the TC unit.

### **Expected key results:**

- Training programmes administration and logistical support
- Secretarial and administrative support to RMT sub-programme
- Logistical support to workshops and other relevant events

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

#### **1. Training programmes are implemented efficiently and logistical arrangements are assured to facilitate the participation of experts:**

a. Providing logistical support to the Programme Officers of the TC unit in the organization of E-learning training courses, workshops and seminars related to the review of GHG inventories, biennial reports and national communications and methodological issues; logistical support includes the full cycle including training registration, requests, clearances, travel arrangements and certificates preparation;

b. Monitoring status of the activities of the training programmes and receipt of relevant

documentation for review and approval by compiling, summarizing and presenting training results, information and data, drafting related reports, identifying shortfalls and bringing them to the attention of the team lead of the TC unit;

- c. Monitoring the participation of trainees in the training programmes, overseeing the interaction of instructors with trainees, preparing reports on instructor performance and assisting in examination preparations, conduction and evaluation;
- d. Maintaining and updating the internal database with trainees, their examination results and review expert participation and performance, generating a variety of statistical and other reports from various information sources; and
- e. Compiling, analysing and summarizing background materials and information for use in the preparation of reports; preparing official programme and unit documents and drafts correspondence.

## **2. Providing general secretarial and administrative support to the RMT sub-programme, and the GHG inventory review processes for Annex I Parties under the Convention and the Kyoto Protocol coordinated by the IDS sub-programme:**

- a. Conducting logistical preparation and implementation of the review activities involving liaison with Parties focal points responsible for the review activities and review experts;
- b. Organizing the preparation for the review activities and ensures that all documents and background materials are prepared and distributed on time;
- c. Updating the information tracking system in consultation with responsible programme officers;
- d. Managing the relevant parts of the records management system and the UNFCCC Roster of Experts;
- e. Drafting, proof-reading and checking routine correspondence, tables and graphs, final formatting reports and review reports, official documents, and other UNFCCC official documents, searching for relevant background material that may be needed for reply; preparing presentations using PowerPoint; preparing and sending faxes, letters and e-mail messages;
- f. Supporting the programme officers and chairs during sessions of the COP, CMP, SBs and ADP by preparing briefings and documentation for meetings and/or sessions, collecting and compiling submissions from Parties, preparing lists of speakers and collecting statements from Parties and organizations, sending draft documents to relevant focal points for in-house circulation and pre-editing, incorporating requested changes by editors and responding to requests for information from delegates;
- g. Monitoring the status of documents throughout the editing process, following up to ensure they are processed within deadlines;
- h. Taking notes and preparing draft minutes at meetings; and
- i. Preparing travel requests for staff members based on UN Rules and Procedures, advances and claims and entering them into IMIS; providing the certifying officer with the relevant information and supporting documentation.

## **3. Organizing logistical support and coordinating travel arrangements for expert and staff in meetings, workshops and in-country reviews:**

- a. Establishing and maintaining participant databases to enable issuance of invitations using electronic tools;
- b. Contacting participants, arranging hotel reservations, initiating travel requests, and following-up on travel arrangements for participants, including visa requirements, and for staff members for workshops held outside of Bonn, in consultation with the Travel Unit;
- c. Providing cost estimates for travel and Daily Subsistence Allowance (DSA) for participants and/or experts;
- d. Liaising with relevant units in Administrative Services on workshop-related administrative issues such as booking of rooms, payment of DSA and finalisation of Memorandum of Understandings (MoUs);
- e. Organizing and overseeing logistical support (appropriate workshop/meeting venue with the proper set up of offices and meeting rooms and office equipment), transportation services and hospitality arrangements; coordinating the services of local staff on-site; preparing registration pack for participants as well as arranging for the distribution of documents and background

- papers; arranging the disbursement of DSA to participants; and
- f. Creating web pages, posting presentations and electronic documents on the web following the event.

**4. Performing any other job related activity required, including providing orientation and training to new or temporary assistants.**

**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 as secretary/clerk/administrative or team assistant carrying out functions relevant to those of the post, such as supporting and arranging events and training activities, providing logistical support to meetings and workshops, compiling, summarizing and presenting information and data, and maintaining database information systems, creating and updating web pages.

Asset: Some work experience gained in an international environment highly desirable.  
Work experience in multicultural or international environment is an asset.

**Language skills**

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Required: Fluency in written and spoken English.

Asset: Working knowledge of another UN language is an asset.

**Specific professional knowledge**

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Required: Thorough knowledge of office technology such as MS Office package, as well as Internet use and e-mail application is essential.

Desired: Knowledge of using software for tracking and sharing information, such as Share Point is desirable.

**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: Being accountable, Being responsive to clients and partners, working with teams, Delivering results.

**How to apply:**

Candidates, whose qualifications and experience match what we are looking for, 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 36,584 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>