



VACANCY ANNOUNCEMENT
EXECUTIVE DIRECTION AND MANAGEMENT (EDM) PROGRAMME
Office of the Deputy Executive Secretary

ANNOUNCEMENT NO:	VA 14/028/EDM
PUBLICATION DATE:	10 March 2014
DEADLINE FOR APPLICATION	08 April 2014
TITLE AND GRADE:	Programme Assistant, G-5
POST NUMBER:	FCA-2911-G5-002
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 supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Responsibilities

The Programme Assistant's post is located in the Executive Direction and Management programme, specifically in the COP/CMP Secretariat which is accountable for providing support to the intergovernmental negotiations process, in particular, sessions of the two supreme bodies of the UNFCCC, namely the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and other inter-sessional meetings. The incumbent of the post is accountable for:

- Travel and logistical support;
- Documentation and correspondence;
- Secretarial and administrative support.

He/she will work under the direct supervision of the Secretary to the COP/CMP and under the general supervision of the Deputy Executive Secretary.

1. Acts as focal point for the logistical and administrative arrangements for sessions of the COP and CMP, meetings, workshops and in-session activities of the COP/CMP and subsidiary bodies by:
 - Preparing all logistical arrangements; preparing official documents templates;
 - Organizing logistical aspects of the contact groups and informal meetings taking into account the political implications of clash tolerance;
 - Compiling Presidency briefing books; maintaining a comprehensive record of meeting documentation; responding to requests for information from Bureau members;
 - Supporting internal UNFCCC planning and coordination meetings (IPC) organized by the COP/CMP secretariat including making room bookings, checking availability of attendees,

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sending out invitations, circulating agendas and relevant documents and coordinating travel and visa arrangements of the Bureau members.

2. Carries out specific actions related to the preparation of official UNFCCC documents, reports of the sessions of the COP and CMP, briefs, speeches and presentation material by:
 - Keeping accurate lists and records of all submissions by Parties, including web posting on the official UNFCCC webpage, compiling them in official UNFCCC documents, checking the accuracy of the wording, formatting of all products, in accordance with the most recently available editorial guidelines;
 - Following up independently to ensure that submission deadlines are met; ensuring that the information on the COP/CMP websites is up-to-date;
 - interacting with the Documents unit and editors;
 - Overseeing the Intergovernmental Planning Committee (IPC) intranet page, producing a variety of complex documents and tracking tools for the IPC deliverables and actions, reports and speeches and generating statistical tables;
 - Researching, compiling and summarizing background material
3. Provides secretarial and administrative support by:
 - Responding to complex as well as general information requests and enquiries by Parties, delegations, Bureau members, Presidency teams and colleagues in-house;
 - Reviewing, logging and routing incoming correspondence;
 - Establishing and maintaining a unified, efficient filing and records management system (both paper and electronic);
 - Making travel arrangements for all programme officers in the team, including hotel bookings, and preparing supporting documentation for the processing of travel authorizations and travel claims.
4. Performs other duties as required, including replacing the Senior Staff Assistant to the Deputy Executive Secretary as needed and providing additional assistance to the COP/CMP team in general.

Requirements

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

Education: Completed secondary education. Secretarial or other related training an asset.

Experience: At least five (5) years of progressively responsible experience relevant to carrying out the functions of the post, preferably in an international organization.

Specific professional knowledge: Good computer skills, including knowledge of text processing (Word), presentation (PowerPoint) and spread sheet (Excel) software, experience with Internet use and email/calendar/task management systems (Lotus Notes or Outlook). Experience with Sharepoint, Content Management System and web posting highly desirable.

Job-related skills: Ability to work with sensitive information in a professional and confident manner; very good communication skills both verbally and in written form; ability to use time efficiently to handle a variety of tasks coming at the same time.

Language requirements: Fluency in spoken and written English is required. Knowledge of other UN working languages is an asset. Knowledge of German is an asset.

To apply

Candidates whose qualifications and experience match the requirements, 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 36,042 plus other UN benefits as indicated in the link below:**

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