



VACANCY ANNOUNCEMENT

FINANCE, TECHNOLOGY AND CAPACITY BUILDING (FTC) PROGRAMME

Finance Sub-Programme

VACANCY ANNOUNCEMENT NO:	VA 14/043/FTC
PUBLICATION/TRANSMISSION DATE:	29 May 2014
DEADLINE FOR APPLICATION	27 June 2014
TITLE AND GRADE:	Team Assistant, G-4
POST NUMBER:	FRA-2925-V228-G4-001
DURATION OF APPOINTMENT:	One year, 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 Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

Responsibilities

The Team Assistant position is located within the Finance unit and reports to the Team Lead, Finance Unit. S/He provides secretarial and administrative support to the Team Lead and the programme officers assigned to the unit working under general instructions regarding priorities of work. The functions of the Team Assistant include:

- Office and secretarial support
- Administrative assistance
- Logistical support to workshops and meetings

The incumbent:

1. Performs office support and general secretarial tasks by:

- a. Drafting and typing routine correspondence for signature of the Team Lead or Programme Officers;
- b. Searching for relevant background material, which may be needed for replies;
- c. Typing, formatting, proofreading and editing documentation (e.g. reports, official documents, invitation lists, memoranda and other correspondence) for accuracy, grammar, punctuation and format, including official documents, reports and invitation lists; checking enclosures, addresses and fax numbers in correspondence;
- d. Assisting with preparation of PowerPoint presentations;
- e. Receiving and responding to telephone calls or referring calls to the appropriate staff; screening, registering and routing incoming mail and ensuring follow-up action on pending issues according to deadlines and priorities;
- f. Responding to routine requests for information and receiving visitors;
- g. Maintaining office files and information material in hard copies as well as in electronic format;
- h. Maintaining the calendar/schedule for the Team Lead, making appointments, booking meeting rooms, arranging meetings;
- i. Taking notes and preparing minutes at meetings as required;

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- j. Maintaining contact lists.
2. Provides administrative assistance by:
 - a. Making travel arrangements for the Team Leader and Programme Officers, including preparing travel requests and travel claims and liaising with the travel unit to ensure completion of related travel arrangements;
 - b. Typing various administrative forms including contract requests for consultants and following up with administrative services (finance, personnel) on their processing;
 - c. Providing support to administrative tasks relating to the work of the sub-programme;
 - d. Tracking documents which are being edited or need regular revisions;
 - e. Updating the information on the Programme webpage frequently.
 3. Provides logistical to workshops or technical/expert meetings by:
 - a. Contacting participants;
 - b. Arranging travel and liaising with the External Relations unit to ensure that visas are issued for participants;
 - c. Assisting in preparing the Memorandum of Understanding (MOU);
 - d. Liaising with other units in the programme on meeting-related administrative issues such as approvals and signatures for meeting-related agreements;
 - e. Organizing the payment of DSA;
 - f. 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;
 - g. Preparing reference folders, collecting, distributing and archiving documents and background papers.

Requirements

Education: Completed secondary education or equivalent. Formal clerical/secretarial training an asset.

Experience: At least four years relevant experience working in an office support function; experience in the UN system or another international organization is desirable; experience in working in a fast evolving environment and in establishing relationship with internal and external stakeholders from various cultural background at all level is desirable.

Specific professional knowledge: Good knowledge of office technology such as MS office package in particular MS Word formatting of complex and lengthy documents; experience in using tools to update website content is highly desirable; experience in using software such as SharePoint would be an asset.

Language requirement: Fluency in English, written and spoken. Knowledge of another United Nations language is desirable.

Selection Process

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, managing self, being responsive to clients and partners, delivering results.

To apply

Candidates whose qualifications and experience match the requirements for this position, please only 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 32,183 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>