



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

Programme Assistant, G-5
Transparency Division
MRV/ETF Support Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
16 September 2022 23:59 hrs CET	22/TJO20/T	As soon as possible	Until August 2023	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 UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Transparency division which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture and Koronivia, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis.

What you will be doing

The post is in the ETF Coordination unit and reports to the Team Lead, P-4. You will support the unit in achieving its goals, the overall purpose of which is to facilitate and coordinate the work on the development and implementation of the new ETF under the Paris Agreement, manage the institutional and procedural arrangements for transitioning from the current monitoring, reporting and verification (MRV) system under the Convention and the Kyoto Protocol to the new ETF under the Paris Agreement and includes the development and setup of procedures in support of establishing new systems/tools, and coordinate secretariat support to negotiations on the ETF.

The ETF Coordination unit works closely with the three subdivisions:

- (1) MRV/ETF Reporting & Review
- (2) Info Hub, Data, Systems & Tools
- (3) MRV/ETF Support



You will have the following responsibilities

Specifically, you will be responsible for:

- 1. Ensuring programme support for the development and setup of tools, processes and procedures to operationalize the ETF Coordination Unit, and the ETF, within the secretariat:**
 - a. Evaluates, proposes and implements administrative and logistical activities for application in the ETF Coordination Unit, updating them overtime to take into account experience gained;
 - b. Conducts independent research on relevant background material and current practice in the Transparency division related to support for the review process, including storing, maintaining, utilizing and enhancing the roster of experts and reporting and review tools;
 - c. Provides administrative support for developing IT and non-IT tools as a basis for implementing the ETF;
 - d. Identifies and provides administrative and logistical support to innovative approaches to promote the ETF both internal and external to the secretariat.

- 2. Ensuring programme support for the reporting and review processes on Party submissions under the Convention and the Kyoto Protocol, including National Communications, Biennial Reports, Biennial Update Reports, annual GHG inventories, and REDD+ submissions, as well as programme support for the reporting and review of biennial transparency reports (BTRs) under the Paris Agreement, once initiated:**
 - a. Provides administrative support for review and technical analysis activities, involving extensive communication with the responsible government focal points, the technical experts and review coordinators;
 - b. Tracks the progress in organisation of the reviews and technical analyses and ensures that all logistical/administrative steps are taken on time in accordance with the standard operational procedures; provides feedback on the relevant steps of the standard operational procedures;
 - c. Conducts independent research for relevant background material, essential in ensuring that comprehensive and accurate information is available as required; collects and analysis relevant statistical data, such as on expert participation in the reviews;
 - d. Prepares the publication of the reports, including formatting the document following the relevant guidance for document preparation;
 - e. Maintains relevant data bases (such as roster of experts), supports testing, maintenance and use of relevant IT review tools, such as virtual team room.

- 3. Ensuring logistical support to staff and experts in collaboration with relevant units of the secretariat:**
 - a. Coordinates invitation and registration for expert meetings, workshops, other inter-sessional events and in-country reviews;
 - b. Makes logistical arrangements, contacting participants, arranging hotel reservations, initiating travel requests and maintaining the participants' travel arrangements in liaison with the relevant travel unit to conduct follow-ups to ensure completion of related travel arrangements within timeframe set;
 - c. Monitors the relevant budget expenditures, comparing expenditures with approved budget allocations to ensure maximum cost savings related to the logistical arrangements; makes recommendations as required.



4. Ensuring the timely preparation of reports and documents for conferences and meetings:

- a. Compiles, analyses and summarizes background materials and information for use in the preparation of reports and official documents; and
- b. Maintains filing and archiving system according to the UNFCCC or programme standards, as relevant.

5. Representation/Communications:

- a. Serves as focal point for administrative coordination of the processes, involving extensive liaison with the Administrative Services, Human Resources, and Information and Communication Technology division, the Conference Affairs division, and national focal points to exchange specialized and routine information, monitor and follow up on deadlines and ensure timely logistical arrangements for meetings and workshops;
- b. Responds independently to a wide range of requests for specialized administrative information, both inside and outside the secretariat.

6. Performing any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division or the secretariat, including administrative and logistical support to the other reporting and review processes.

Competencies

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Completed secondary education. Formal training or studies in computer science or information technology would be an asset.



Experience

At least five (5) years of progressively responsible experience carrying out functions in general secretarial and administrative support with demonstrated experience in working with databases, web-based applications (ideally SharePoint) and other electronic communication software.

Language skills

Fluency in English, written and spoken. Working knowledge of German an asset. Knowledge of another United Nations language desirable.

Specific professional knowledge and skills

Excellent coordination skills and attention to detail;
Ability to communicate and coordinate effectively with team members and other teams within the secretariat.

What is the selection process

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

How to apply:

Candidates whose qualifications and experience match what we are looking for should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. All travel costs related to the interview and relocation 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 monthly salary: Euro 3,317 plus other UN benefits, plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
