



VACANCY ANNOUNCEMENT
(Two posts in one vacancy announcement)
MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 14/042/MDA
PUBLICATION/TRANSMISSION DATE:	23 May 2014
DEADLINE FOR APPLICATION	21 June 2014
TITLE AND GRADE:	Programme Administrative Assistant, G-5
POST NUMBER:	ZRB-2944-G5-005 and ZRB-2944-G5-026
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 through a range of activities, including substantive and organizational support to meetings of the Parties.

The Mitigation, Data and Analysis programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments.

Responsibilities

The Programme Administrative Assistant post is located in the Programme Administrative Team (PAT) of the Mitigation, Data & Analysis (MDA) Programme. The PAT is concerned with the administrative management of MDA, involving all programme support functions in the area of human resources management, financial resources management, procurement, travel and general office management. Under the supervision of the Programme Management Officer, the incumbent is accountable for administrative support and research assistance to the unit and the MDA Programme.

The key expected results areas are:

- Administrative Programme Support
- Support in planning and implementation of programme internal activities/processes/initiatives.

1. Ensure a smooth and efficient provision of administrative programme support to the MDA Programme in the areas of human resources, financial resources, travel, procurement and general office management:

Human Resources Management:

- a. Monitors, reviews and follows-up on actions related to the administration of MDA's human resource activities, e.g. preparation of job descriptions, Terms of Reference and vacancy announcements for staff, consultant and intern recruitment, placement, performance appraisal, job classification reviews, separation of staff members, training etc.;
- b. Arranges for interviews by liaising with panel members and short-listed candidates, makes logistical arrangements and prepares case files for the Review Board;
- c. Facilitates Special Service Agreements (SSAs) and maintains a tracking table for consultancies and payment schedules;
- d. Oversees and keeps track of the status of MDA vacancy announcements;
- e. Administers MDA staff's Time & Attendance records in the MS SharePoint software interface;
- f. Monitors the MDA staffing table and prepares relevant statistical data/charts.

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Budget and Finance:

- g. Contributes to the preparation of budget performance and donor contribution reports;
- h. Prepares and/or customizes financial reports from the Integrated Management Information System (IMIS)- generated data extractions, e.g. a monthly report on MDA unliquidated obligations;
- i. Creates MDA pre-encumbrances, obligations, advances and payments in the IMIS-system and monitors their accurate and timely offsetting and closing;
- j. Supports the Programme Management Officer in the monitoring of MDA core budget and supplementary funded projects.

Procurement:

- k. Initiates necessary actions related to procurement and receipt of income from various services, evaluation of vendor contracts, payment to vendors and individual contracts for services;
- l. Prepares requests for hardware/software procurement, ensuring consistency in the applications of UNFCCC and UN rules and procedures;
- m. Implements relevant procedures for the procurement and payment of goods and/or services in the AESTIVA software and creates corresponding IMIS obligations.

General Office & Travel Management:

- n. Drafts routine correspondence, memoranda and other documents to respond to enquiries in respect to relevant administrative, financial, travel, procurement and personnel matters;
- o. Maintains electronic files of rules, regulations, administrative instructions and other related documents in a systematic and harmonized way;
- p. Provides information to the monthly MDA administrative dashboard and the weekly MDA programme administrative team follow-up list;
- q. Performs physical office space planning, identification of office technology needs and maintenance of equipment, software and systems, prepares related forms and initiates corresponding actions.
- r. Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff/consultants/interview candidates;
- s. Liaises with the relevant unit in Administration for timely issuance of tickets, visa/Laissez-Passer, traveller cheques, and DSA payments;
- t. Verifies all information and attachments included with travel claims.

2. Support in planning and implementation of programme internal activities/ processes/initiatives:

- a. Researches, compiles, analyses, summarizes, and presents information/data on specific projects and related topics and presents findings to the MDA Coordinator and the Programme Management Officer;
- b. Conducts research on programme management, policies and administrative procedures in MDA, which includes researching official UN documents and rules, compiling information from various sources and preparing corresponding presentations to various audiences.

3. Perform any other job related activity.

Requirements

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

Education: Completion of secondary education is required; training in administrative and/or operational services areas such as human resources, procurement, finance and travel is desirable.

Experience:

- At least five (5) years of work experience performing administrative support functions is required. Work experience must include at least one of the following areas: Human resources, finance, procurement or travel.
- Exposure to UN administrative rules and regulations is an asset.

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Specific professional knowledge:

- Thorough knowledge of office technology such as MS Office package including MS Word, Excel and PowerPoint as well as Internet use and e-mail application is essential.
- Knowledge of an automated financial tracking system, such as IMIS is required.
- Knowledge of MS SharePoint highly desirable.

Language requirements: Fluency in written and spoken English. Working knowledge of another UN language is an asset.

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, being accountable, being responsive to clients and partners, delivering results, managing self.

To apply

Candidates whose qualifications and experience match the requirements for this position 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>