



ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

Team Assistant, G-4
Adaptation Programme
Science and Review Subprogramme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
28 May 2018 23:59 CET	18/TA12/A	As soon as possible	364 days	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 historic 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.

The Adaptation programme of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation. This process includes activities relating to national adaptation plans, national adaptation programmes of action, the Nairobi work programme (NWP), the work programme on loss and damage, the Adaptation Committee, research and systematic observation under the Subsidiary Body for Scientific and Technological Advice (SBSTA), coordinating the global stocktake under the Paris Agreement, adaptation action under the Subsidiary Body for Implementation (SBI) and the work of the Ad Hoc Working Group on the Paris Agreement (APA) adaptation and the global stocktake.

The Adaptation Programme also engages Parties and stakeholders including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders. The Programme coordinates the global stocktake under the Paris Agreement and addresses the process of reviewing the adequacy of the long term global goal and the consideration of various matters related to climate science.

What will you be doing

Under the supervision of the Manager of Science and Review subprogramme, you will assist in supporting operational communications and outreach with key stakeholders relating to the outreach and communication work of the Adaptation Committee and Nairobi work programme.

You will have the following responsibilities:

1. You will assist the Science and Review subprogramme by:

- a. Drafting and typing routine correspondence (internal and external) and reports, and sending faxes and emails, searching for relevant background material that may be needed for reply;
- b. Supporting the programme officers and chairs during sessions of the Conference of the Parties, Subsidiary Bodies and Ad Hoc Working Groups by preparing briefing handbooks 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;



- c. Providing support in the preparation of official documents of the Science and Review team, including liaising with the editor and documents team. Keeping track of the status of documents;
- d. Proof-reading and checking correspondence, reports, statistical tables and other documents for accuracy, format, spelling, grammar, attachments and addresses;
- e. Taking notes and preparing draft minutes at meetings;
- f. Assisting in ensuring the smooth organization and preparation of the logistical aspects of workshops and other intersessional events, including the Research Dialogue and the Earth Information Day;
- g. Establishing and maintaining a participant database to enable issuance of invitations using mail merge;
- h. Providing cost estimates for travel and Daily Subsistence Allowance (DSA) for participants and/or experts;
- i. Requesting 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;
- j. Posting presentations and e-documents on the web following the event;
- k. Preparing SharePoint and OneNote pages for sharing documents for various task forces.

2. You will assist with a wide range of office support functions for the Adaptation programme by:

- a. Serving as the travel focal point for the Programme;
- b. Assisting with the procurement of subscriptions/publications by preparing draft terms and specifications and maintaining the Adaptation library of publications,
- c. Disseminating outreach material such as background information, presentations and other documentation in line with the programme's communication strategies and guidance from the manager;
- d. Serving as a document/publication focal point of the Programme to maintain consistency;
- e. Assisting in the operational maintenance of the programme's web pages by updating the links, decisions, documents, publications;
- f. Assisting with the systematic filing and structured archiving of relevant documents and information material in hard copies as well as in electronic format;
- g. Performing other related duties and back-up functions for other staff.

What are we looking for

Educational background

Required: Completed secondary education and secretarial/clerical training or equivalent.

Experience

Required: At least four (4) years of relevant experience in carrying out secretarial/administrative functions.

Asset: At least one year of experience in an international environment, ideally in a UN organization



Language skills

Required: Fluency in English (both oral and written).

Desirable: Working knowledge of another UN official language and/or German an asset.

Jobspecific skills and knowledge

- Experience working with web pages and Sharepoint desirable;
- Very good command of MS Office as well as electronic mail and Internet browsers in a Windows environment;
- Familiarity with the preparation of official documents an asset.

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. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. 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. 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 monthly salary: Euro 2,765.75 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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