



VACANCY ANNOUNCEMENT

Programme Assistant, G-5 Adaptation Division Response Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
7 April 2024 23:59 hrs CET	VA 24/014/A	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 22 March 2024, Post number: 30524991, Funding: 40 FCA/16803

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.

Where you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation division, and more specifically in the Response subdivision which supports developing country Parties, in particular Least Developed Countries (LDCs), in assessing impacts, risks and vulnerability and in developing, implementing, monitoring, evaluating and reporting on adaptation plans, policies and actions.

The incumbent reports directly to the Team Lead, (P-4), LEG and NAP unit, which supports the Least Developed Countries Expert Group (LEG), the process to formulate and implement national adaptation plans (NAPs), national adaptation programmes of action (NAPAs) and the LDC work programme. The incumbent provides administrative support to the supervisor and the programme officers assigned to the unit, coordinating communication flows of the team, operating databases, interfaces and workflows, and ensuring the accuracy of data; provides logistical support to meetings and workshops.

You will have the following responsibilities

Specifically, the Programme Assistant is responsible for:

1. Provides administrative support and secretarial assistance to the LEG&NAP unit:

- a. Performs the full range of administrative and secretariat functions under minimal supervision;
- b. Prepares briefing handbooks and documentation for meetings, collects and compiles submissions, prepares lists and collects relevant information, sends draft documents to relevant focal points for in-house circulation;
- c. Organizes meetings of the unit, takes minutes and ensures follow-up on assigned issues;
- d. Researches, compiles and summarizes background material and supporting documents for intergovernmental meetings, technical meetings, workshops and other events of the LEG and on NAPs;
- e. Makes travel arrangements for staff members, LEG members, and participants to LEG and NAP events following UN Rules and Procedures, providing the certifying officer with the relevant information and supporting documentation;



- f. Uses MS office applications as well as SharePoint, produces a variety of complex documents, reports and speeches; assists in the preparation of presentation materials, etc;
- g. Manages, updates and further develops internal databases; updates website; generates a variety of standard and non-standard statistical and other reports from various databases;
- h. Ensures the format of documents adheres to UNFCCC editorial and correspondence style guide, proofreads and checks completeness of official documents, reports, statistical tables and edits texts for accuracy, grammar and punctuation;
- i. Provides general assistance to other office support staff, as required; may coordinate the work of office support staff during meetings or in providing administrative support;
- j. Drafts or responds to a wide range of correspondence, complex information requests and inquiries; prepares and processes confidential information; maintains relevant SharePoint sites and databases.

2. Coordinates the communication flow within and outside of the programme:

- a. Maintains timely dissemination of routine information both within and outside the team; monitors and follows up on matters and processes related to the unit's outputs, products, tasks, etc.;
- b. Ensures smooth and efficient information flow within the unit, assists in the establishment of office procedures, and ensures channels of communication and procedures are followed;
- c. Receives, records and reviews all incoming correspondence; identifies material requiring immediate action and attaches background material; circulates documents/information material received, ensuring smooth and efficient information flow within the programme; assists the unit in further enhancing information flow, as required;
- d. Creates and maintains various records (electronic and paper) for the unit; updates and maintains large distribution lists for the unit; monitors, prepares and distributes various materials and reports, using electronic formats;
- e. Handles arrangements for printing, editing and translation; coordinates shipment arrangements, courier services, as necessary;
- f. Updates information on the UNFCCC website related to the work of the unit.

3. Ensures the smooth organization and preparation of the logistical aspects of meetings and other intersessional events:

- a. Establishes and maintains a participant database to enable issuance of invitations;
- b. Provides cost estimates for travel and Daily Subsistence Allowance (DSA) for participants and/or experts;
- c. Requests and follows up on travel arrangements for participants, including visa requirements, and for staff members for meetings held outside of Bonn, in consultation with the Travel Unit;
- d. Liaises with relevant units in Administrative Services on meeting related administrative issues such as payment of DSA and finalisation of Memorandum of Understandings (MoUs);
- e. Organizes and oversees logistical support (appropriate meeting venue with the proper set up of offices and meeting rooms and office equipment), transportation services and hospitality arrangements; coordinates the services of local staff on-site; prepares registration pack for participants as well as arranging for the distribution of documents and background papers; arranges the disbursement of DSA to participants (e.g. by UNDP national offices, bank transfer or Travellers Cheques); For events taking place in Bonn, the Team Assistant works in close collaboration with Conference Affairs Services (CAS);
- f. Posts presentations and e-documents on the web prior to, during and following the events.

4. Performs any other job-related activity required to achieve the goals and objectives of the of the LEG&NAP unit, Response subdivision, the Adaptation Division and the secretariat.



Competencies

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.

Working with Teams: Builds relationships of trust and exchange with colleagues; works collaboratively with colleagues to achieve results and respects the needs of the team; recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; supports and acts in accordance with team decisions, even when such decisions differ from own position; encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; shares credit for team accomplishments and accepts joint responsibility for team shortcomings

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.

Managing self: Controls emotions and regulates own interpersonal style and approach to relate well to others, even in difficult work environments; empathizes, understands others' perspectives and handles people and situations with diplomacy and tact.; resolves conflicts constructively and takes action to prevent them; stays productive and focused when dealing with crises and emergencies; is resilient and flexible and operates effectively when faced with new ideas or evolving situation; is receptive to feedback and open to adjust own behavior.

Your qualifications

Educational Background

Completed secondary education. Formal secretarial or other related training an asset.

Experience

At least five (5) years of relevant work experience carrying out functions as a Secretary, Personal or Team Assistant, preferably with some experience working in an international organization.

Language skills

Fluency in English, written and spoken. Working knowledge of French is desirable. Working knowledge of German and/or another United Nations language is an asset.

Specific professional knowledge and skills

-
- Fully proficient computer knowledge of MS office products (Word, Excel, Power Point).
 - Knowledge of SharePoint is highly desirable, knowledge of a Content Management System (CMS) an asset.



Page 4

- Familiarity with UN rules and regulations is an asset.
- Ability to work independently, setting priorities and staying focussed in a busy environment.
- Ability to work with highly confidential information.
- Ability to communicate effectively with internal and external stakeholders.

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 annual salary: Euro 44,119 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.
