



TEMPORARY APPOINTMENT
MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

ANNOUNCEMENT NO:	13/TA15/MDA
PUBLICATION DATE:	11 February 2013
DEADLINE FOR APPLICATION	25 February 2013
TITLE AND GRADE:	Administrative Assistant (G-4)
INDICATIVE MONTHLY SALARY:	Euro 2,658 net, plus UN benefits and pension fund
DURATION OF APPOINTMENT:	as soon as possible for 9 months
DUTY STATION:	Bonn, Germany

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

Functions to be performed

Under the supervision of the Programme Management Officer and the guidance of the Administrative Assistant and the Travel Assistant in the Programme Administrative Team, the incumbent will provide administrative assistance as follows:

Human Resources:

- a) Independently schedules recruitment interviews, contacts short-listed candidates and checks availabilities, sets-up interview panels, facilitates room availabilities and manages the recording of reservations in the resource planning system; autonomously prepares interview time schedules and prepares relevant documentation for submission to the review board;
- b) Supports the monitoring of MDA staff and consultant contract durations and expiry dates, assists in the Time & Attendance administration and creates related reports from IMIS;
- c) Maintains an administrative records filing system for HRU and staff files, SSA contracts, vendors information, etc. and creates HRU/SSA contract/interview folders as required;
- d) Identifies office and arrival/move dates, completes office move (OMT) forms, sends to OMT e-mail listing and completes/prepares all necessary forms, such as IT access form, security badge request form, etc. and prepares and installs office name labels;
- e) Autonomously reorganizes the programme's electronic vacancy folder by creating a logical chronological filing structure by vacancy number, year, post level, etc.

Travel:

- a) Independently creates an alphabetical file system for travel claims, prints travel claim statements, travel requests from the IMIS system and regularly feeds the system to keep it up to date, creates various travel related reports from the IMIS reporting system,

- b) Contributes to the maintenance of a tracking table for planned staff and participant travel and provides travel related statistics on MDA staff, participant and consultant travel to the monthly MDA administrative dashboard;
- c) Assists in the administration of MDA travel arrangements by providing supporting documents to travellers, filing documents, following up with travellers on itineraries and claims, etc.
- d) Supports the preparation of DSA payment rosters for MDA meeting participants/experts, in close collaboration with the MDA Travel Focal Point.

Procurement & Finance:

- a) Liaises with requesting officers on technical specifications for procurement and initiates necessary actions related to the evaluation of vendor contracts and payment to vendors;
- b) Prepares requests for procurement, creates obligations and payment records in IMIS, ensures consistency in the application of regulations and procedures and ensures that order forms are properly filled by the requesting office;
- c) Verifies the funding source for procurement activities, clarifies technical and financial issues with service providers and drafts routine correspondence for internal and external purposes;
- d) Contributes to the regular maintenance and updating of financial and procurement related information provided in the MDA administrative dashboard.

Performs other duties as required, including back up to the Administrative Assistant and the Travel Assistant in their absence.

Essential Requirements

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

- Completed secondary education.
- At least four (4) years of working in an office environment carrying out support functions including administrative duties related to finance, accounting, human resources, travel, and/or general services. Work experience at multicultural or international settings is an asset.
- Must have excellent knowledge of computer skills in a Windows environment including word processing, spread sheet and presentation software (e.g. Word, Excel, PowerPoint) and an ability to implement data processing tasks. Work experience with IMIS (Integrated Management Information System) an advantage.
- Good command of written and spoken English.

To apply

Candidates whose qualifications and experience match the requirements, 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.**