



## VACANCY ANNOUNCEMENT

**Team Assistant, G-4**  
Mitigation Division  
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
2 June 2024 23:59 hrs CET	VA 24/028/M	As soon as possible	18 months with possibility of extension	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.

### **Where you will be working**

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Mitigation division and specifically in the Constituted Bodies and Data Services subdivision, which provides effective support on matters relating to the proper governance of the Article 6.4 mechanism and Clean Development Mechanism (CDM), ensuring well-coordinated services to the related bodies i.e., Article 6.4. Supervisory Body and the CDM Executive Board (CDM EB), and their supporting panels and working groups.

Within the subdivision is the Constituted Bodies Support unit, which manages governance matters and processes that provide for the effective and transparent operation of these constituted bodies and their panels and working groups, including the efficient organization, documentation and conduct of these bodies' meetings.

### **What you will be doing**

You will provide logistical and administrative support to meetings of the constituted bodies and their panels and working groups, workshops and related events while also performing a broad range of secretarial and office support functions. You will furthermore operate web interfaces and other workflows ensuring accuracy and completeness, as well as contribute to the design and implementation of certain of the subdivision's activities, liaising with stakeholders and coordinating the respective communication flow.



**You will have the following main responsibilities:**

**1. Performing a wide range of office support functions, in particular with regard to formatting of MS Word documents:**

- a. Undertake formatting of official UNFCCC documents and constituted body documents;
- b. Send draft documents to relevant focal points for in-house circulation and pre-editing, incorporating requested changes by editors and responding to requests for information;
- c. Undertake quality assurance and control of documents format in order to be in line with existing format standards;
- d. Research, compile and organize information and reference materials from various sources for reports, briefings, meetings/conferences etc.;
- e. Support the team, by preparing briefing handbooks and documentation for meetings, collecting, and compiling submissions, preparing lists and collecting relevant information;
- f. Monitor processes and timelines related to the subdivision's outputs or tasks; assist in the verification of submitted or outgoing documents for approvals, signatures, etc. to ensure compliance with relevant legal, financial, and other requirements; follow up to ensure they are processed within deadlines.
- g. Take notes and prepare draft minutes at meetings.
- h. Perform general administrative tasks (e.g., arrangements for meetings and events, reservations, budget follow-up, etc.), including preparing and/or processing administrative requests/documents (e.g., travel requests, expenditure authorizations etc.); coordinate the general flow of routine information and documentation within the subdivision.
- i. Review for accuracy and completeness, ensuring compliance with requirements and procedures; process electronic submissions of relevant documentation received through relevant web interfaces.
- j. Propose solutions for complicated cases and take initiative to clarify discrepancies or errors in facilitating prompt resolutions.

**2. Providing logistical and administrative support to meetings and workshops:**

- a. Coordinate administrative preparations for meetings and workshops (venue, budget, contracting, on-site services etc.) with various other divisions in the secretariat and external counterparts; ensure preparations are implemented on a timely basis; send out invitations to participants, coordinating their travels, expenses, and visa arrangements; liaise with Conference Affairs Services and speakers and ensure all administrative requirements relating to their participation are met.
- b. Provide in-meeting support to the constituted bodies support and substantive teams.
- c. Coordinate with other teams to update the relevant subdivision's website/s as necessary; ensure submissions by Parties, Intergovernmental Organizations (IGOs) and Non-Governmental Organizations (NGOs) are uploaded and appropriately filed.
- d. Reviews, logs and routes incoming correspondence; follows up on pending issues.
- e. Assist staff with standard processes, such as travel requests and reports, time reporting, and various contract issues.
- f. Arrange team meetings, drafts reports and tracks follow up activities.
- g. Prepares participant badges, hard-copy folders, and makes photocopies of a variety of documents and other material, when necessary;



- h. Perform administrative duties (e.g. monitoring and ordering office supply and equipment; preparing and/or processing administrative requests/documents such as travel requests, expense claims);
- i. Support meetings (e.g. room booking, nameplates, setting up of equipment; escorting participants, etc).
- j. Back up other staff in the unit.

**3. Perform any job-related activity required to meet the overall goals and objectives of the subdivision, division, as well as those of secretariat-wide mandates.**

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.

Your qualifications

**Educational Background**

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Completed secondary education. Formal education/ training as secretary an asset.

**Experience**

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At least four (4) 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**

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Fluency in English (both oral and written). Working knowledge of German and/or another United Nations language is an asset

**Specific professional knowledge and skills**

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Good knowledge of office technology such as MS Office (Word, Excel, PowerPoint), in particular, the formatting of complex MS Word documents, Internet and e-mail applications; knowledge of a Content Management System (CMS) an asset; experience in using SharePoint and other electronic



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communication software is highly desirable; 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 40,119 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.

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