



VACANCY ANNOUNCEMENT

Programme Assistant, G-5
Transparency Division
MRV/ETF Support Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 June 2023 23:59 hrs CET	VA 23/059/T	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 16 June 2023. Post number: 30507110 Funding: 40FCA

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 Transparency Division which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture and forestry, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis.

The post is in the Training & Certification Unit of the MRV/ETF Support Subdivision and reports to the Team Lead, P-4. The incumbent supports the unit in achieving its goals, the overall purpose of which is to support the MRV system under the Convention and the Kyoto Protocol, and the ETF under the Paris Agreement, by training and certifying experts to participate in review and technical analysis of national reports. It will provide overall coordination of the development and delivery of all expert training and certification programmes, coordination of the CGE workplan and activities and the coordination of negotiations on CGE related aspects, including developing countries MRV/ETF related issues and training aspects. It will support the preparation and reporting of NDCs, NAMAs, LT-LEDs and response measures in the context of the ETF. Additionally, it will coordinate the peer-review activities of GHG inventories in developing countries for establishing sustainable GHG inventory management systems.

The MRV/ETF Support Subdivision. consists of three units:

1. **Training & Certification Unit**
2. **CGE/ETF Support Unit**
3. **GHG Inventory Support Unit**

Your responsibilities

Specifically, the Programme Assistant is responsible for:



1. Ensuring programme support for the development and implementation of expert training and certification programmes:

- a. Provides administrative support for the organization of all expert training and examination activities (e-learning, workshops and seminars), involving extensive communication with relevant government focal points and technical experts on training registration, technical support, requests, clearances, travel arrangements and certificates;
- b. Acts as system administrator for the cloud-based Learning Management System (LMS):
 - Publishes, maintains and updates learning content on the learning management system;
 - Configures content on LMS webpages;
 - Reviews and enhances user-friendliness, functionalities and system interface;
 - Quality assurance: tests online courses before official launch;
 - Sets ups, configures, tests, and administers online exams;
 - Provides user support and raises technical queries with HR and the vendor (Cornerstone);
- c. Creates, edits and updates e-learning courses using Articulate Storyline as required;
- d. Monitors the status of the activities of the training programmes; compiles, summarizes and presents training results, statistical information and data, drafts related reports, identifying shortfalls and bringing them to the attention of the team lead;
- e. Provides administrative support in maintaining, utilizing and enhancing the roster of experts, including ensuring examination results are imported and reflected in the roster upon completion of every round of training;
- f. Evaluates, proposes, implements and updates administrative and logistical activities to enhance relevant training procedures taking into account lessons learned within the Transparency division and across the secretariat;
- g. Identifies and provides administrative and logistical support to innovative approaches to promote the MRV and ETF both internal and external to the secretariat.

2. Ensuring logistical support to staff and experts in collaboration with relevant units of the secretariat:

- a. Coordinates invitation and registration for expert meetings, workshops, other inter-sessional events and in-country reviews;
- b. Makes logistical arrangements, contacting participants, arranging hotel reservations, initiating travel requests and maintaining the participants' travel arrangements in liaison with the relevant units to conduct follow-ups to ensure completion of related travel arrangements within timeframe set;
- c. Monitors the relevant budget expenditures, comparing expenditures with approved budget allocations to ensure maximum cost savings related to the logistical arrangements; makes recommendations as required.

3. Ensuring the timely preparation of reports and documents for conferences and meetings:

- a. Compiles, analyses and summarizes background materials and information for use in the preparation of reports and official documents; and
- b. Maintains filing and archiving system according to the UNFCCC or programme standards, as relevant.

4. Representation/Communications:

- a. Serves as focal point for administrative coordination of the processes, involving extensive liaison



with the Administrative Services, Human Resources, and Information and Communication Technology division, the Conference Affairs division, and national focal points to exchange specialized and routine information, monitor and follow up on deadlines and ensure timely logistical arrangements for meetings and workshops;

- b. Responds independently to a wide range of requests for specialized administrative information, both inside and outside the secretariat.

- 5. **Performing any other job-related activity** required to achieve the goals and objectives of the team, the subdivision, the division or the secretariat, including administrative and logistical support to the other reporting and review processes.

Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

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.

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.

Learning continuously and knowledge sharing: Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures and applies lessons learned to future activities; Engages colleagues or networks to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.

Your qualifications

Educational background

Required: Completed secondary education. Formal training or studies in e-learning, computer science or information technology would be an asset.

Experience

Required: At least five (5) years of progressively responsible experience carrying out functions in general secretarial and administrative support with demonstrated experience in working with databases, online training platforms, web-based applications (ideally SharePoint) and other electronic communication software.



Language skills

Required: Fluency in English, written and spoken. Knowledge of another United Nations language desirable. Working knowledge of German an asset.

Specific knowledge and Job-related skills

Excellent coordination and communication skills;
Ability to collaborate effectively with the team members and with other teams;
Proficiency at working in a Windows environment, especially with regards to Word, Excel, Teams and in utilizing internet resources;
Knowledge of database management and processing, especially with regards to use of tools such as Microsoft Dynamics CRM;
Knowledge of a style guideline/template for formatting official documents;
Attention to details.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

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 42,700.

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.
