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**VACANCY ANNOUNCEMENT**  
**CONFERENCE AFFAIRS SERVICES (CAS) PROGRAMME**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 14/010/CAS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>30 January 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>28 February 2014</b>
<b>TITLE AND GRADE:</b>	<b>Conference Services Assistant, G-6</b>
<b>POST NUMBER:</b>	<b>FQA-2942-G6-001</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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**Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Conference Affairs Services programme provides comprehensive conference services for all sessions of the UNFCCC Convention and Kyoto Protocol bodies, as well as meetings and workshops organized in the intergovernmental climate change process. These services include conference and working facilities allowing for up to 10,000 participants; liaison with Parties, Observer States, IGOs and NGOs; security and protocol arrangements; registration of participants to sessions and meetings; travel arrangements for participants from Parties eligible for funding; planning and editing of parliamentary documents; and coordination of document registration, translation, reproduction, dissemination and storage.

**Responsibilities**

Under the supervision of the Conference Services Officer (P-3), the incumbent plans and implements the practical logistical organization of and the technical support for sessions, conferences, meetings, workshops and other events held at and away from the secretariat's headquarters in Bonn. In particular the incumbent will:

1. Participate in identifying, determining and selecting adequate premises, services, material and human resource requirements for meetings, according to the type of event, number of participants and location in or away from Bonn, by discussing with and collecting information from staff in the UNFCCC secretariat and of cooperating UN offices and by organizing and/or attending preparatory meetings with requisitioners, hosts and providers to collect and provide information on conference facilities and services; prepare costs estimates for consideration by supervisors and/or requesting officers.
2. Allocate office space and equipment, available services etc.; ensure that the conference site is ready and all required services are available on time, and that the secretariat's and participants' needs are met, by liaising with conference location staff, general contractors, different services providers (hotels, banks, transport companies, movers, conference technicians, etc.), the information technology team, etc.; organize and schedule the move of conference equipment and materials from the office to the meeting venue and back; keep secretariat staff at conferences informed; respond to enquiries and requests from participants at meetings on all matters related to the servicing of the conference.

3. Produce relevant documents for the logistical arrangements of each conference (bills of quantity, maps, floor plans, location of offices and meeting rooms with respective equipment and furniture); prepare specifications for inclusion in tenders and/or legal agreements with host countries and/or organizations; develop databases necessary for the completion of the work and record-keeping;
4. Draft and finalize correspondence for the signature of the supervisor and Coordinator, as necessary; undertake research and provides data and reference materials for briefs, notes and submissions by the programme.
5. Provide junior Conference Services Assistants with guidance and training on logistical support and related administrative tasks, including the maintenance of databases and files; participate in the recruitment of temporary staff and schedule and supervise their work.
6. Perform other duties as assigned, including, as needed, replacement of senior staff in related functions

### **Essential Requirements**

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

**Education:** Completed secondary education and commercial/technical training or equivalent. Training in events management highly desirable.

**Experience:** At least seven (7) years of relevant work experience in the conference/event management area. Extensive experience with international conferences desirable. Experience in supervising technical staff an asset.

**Specific professional knowledge:**

- Proficiency in MS office package (Word, Excel, Access and PowerPoint), Internet and e-mail application.
- Experience in using computer-aided design, space planning and space management software is highly desirable.

**Job-related skills:**

- Excellent written and oral communication skills, ability to work independently and in a pro-active manner.
- Ability to work accurately and flexible even in stressful conference situations.

**Language requirements:** Fluency in English, written and spoken. Working knowledge of other United Nations languages and German desirable.

### **To apply**

Candidates whose qualifications and experience match the requirements for this position, please 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.**
3. **Indicative net annual salary: Euro 40,010 plus UN benefits as indicated in the link below:**

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>