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**VACANCY ANNOUNCEMENT  
ADAPTATION PROGRAMME**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 12/082/A</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>22 October 2012</b>
<b>DEADLINE FOR APPLICATION</b>	<b>21 November 2012</b>
<b>TITLE AND GRADE:</b>	<b>Staff Assistant, G-5</b>
<b>POST NUMBER:</b>	<b>FCA-2926-G5-001</b>
<b>INDICATIVE ANNUAL SALARY:</b>	<b>Euro 35,195 net, plus UN benefits and pension fund</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 supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The Adaptation programme supports Parties, in particular developing country Parties, in assessing, developing and implementing adaptation plans, policies and actions aimed at reducing vulnerability and building resilience and in improving the scientific basis for international climate policy and action, including through the review of the adequacy of the long-term global goal.

**Responsibilities**

Reporting directly to the Coordinator of the Adaptation programme, the incumbent provides secretarial, administrative and organizational assistance to the Coordinator on the management of resources and activities undertaken by the sub-programmes. The main functions of the Staff Assistant are:

1. Secretarial and administrative support to the Coordinator. Activities include but may not be limited to:
  - a) Maintaining calendars/schedules for the Programme Coordinator and monitoring changes; communicating relevant information to appropriate staff inside and outside the office; receiving visitors, screening telephone calls and keeping a list of contacts; organizing meetings of the Coordinator with staff, take minutes and assist the Coordinator in follow-up actions resulting from meetings.
  - b) Drafting and typing correspondence and other outgoing communications; using MS Word and Excel to produce a variety of complex documents, reports and speeches; generating statistical tables according to the requirements of the Programme Coordinator; researching, compiling and summarizing background material for use in the preparation of reports, briefs, speeches;
  - c) Responding to information requests and inquiries; preparing and processing confidential information; assisting in the preparation of presentation material using PowerPoint
  - d) Advising secretaries in the programme with regard to the preparation of correspondence for the signature of the Programme Coordinator; carrying out quality control functions for outgoing correspondence and documents by proofreading and editing texts for adherence to format, grammar, punctuation and style.

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- e) Providing assistance to the Coordinator during the Conference of the Parties, subsidiary body meetings or working groups; maintaining a comprehensive record of meeting documents; responding to requests for information from delegates.

2. Coordination of the communications flow of the programme ensuring the timely dissemination of routine information both within and outside the programme. Activities include but may not be limited to:

- a) Receiving, recording and reviewing all incoming correspondence; identifying material requiring immediate action attaching background material; circulating documents/ information material received ensuring smooth and efficient information flow within the programme and assisting the Coordinator in further enhancing information flow as required;
- b) Creating, maintaining and coordinating a unified, efficient filing system (both paper and electronic) for the programme including those records kept in the sub-programmes;
- c) Incorporating and updating information on relevant databases.

### Requirements

- **Education:** Completed secondary education and secretarial/commercial training or equivalent.
- **Experience:** At least five (5) years of progressively responsible experience carrying out functions as a secretary, personal or team assistant, preferably in an international organization.
- **Specific professional knowledge and skills:** Good knowledge of office technology such as MS office package (Word, Excel, Power Point), Internet and e-mail application. Experience in using databases and other electronic communication software is highly desirable. Good written and oral communication skills, ability to work independently and in a pro-active manner.
- **Language requirements:** Fluency in English (both written and spoken), working knowledge of other United Nations languages an asset.

### Evaluation criteria

**Professionalism:** Very good understanding of the functions of the post

**Communication:** Very good communication skills (spoken and written), including ability to draft and edit standard correspondence

**Planning & Organizing:** Very good organizational skills and the ability to handle work in an efficient and timely manner. Ability to set and meet priorities

**Client (service) oriented:** Proven service-oriented approach to tasks

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment

**Technological awareness:** Fully proficient computer skills and use of software such as Word (including document formatting), Excel and PowerPoint, internal databases and other relevant software applications

**Commitment to Continuous learning:** Proactive and mature attitude towards self-development.

### 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 your application, however, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**