



TEMPORARY APPOINTMENT
SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME
Organization and Stakeholder Development (OSD) Unit

ANNOUNCEMENT NO:	12/TA10/SDM
PUBLICATION DATE:	13 April 2012
DEADLINE FOR APPLICATION	27 April 2012
TITLE AND GRADE:	Team Assistant, G-4
INDICATIVE MONTHLY SALARY:	EUR 2,618 to EUR 3,011 net plus other UN benefits
DURATION OF APPOINTMENT:	as soon as possible until 31 November 2012
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 Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Organization and Stakeholder Development unit provides reference and technical support to the two substantive sub-programmes, the Clean Development Mechanism (CDM) and Joint implementation (JI).

Functions to be performed

Under the direct supervision of the Team Lead, Stakeholder Collaboration, OSD, and the general guidance of the Manager, OSD, the incumbent will perform an array of secretarial and administrative support functions. In particular, he/she:

- 1) Drafts routine correspondence, types reports, official documents, and other UNFCCC correspondence; searches for relevant background material needed for replies; prepares presentations using Power Point;
- 2) Proof-reads and checks correspondence, reports, statistical tables and other documents for accuracy, format, spelling, grammar, enclosures and addresses, and dispatches relevant communication;
- 3) Provides logistical support to meetings and workshops; liaises with the Travel unit and other relevant units on meeting-related administrative issues such as travel arrangements for staff and participants, payments of Daily Subsistence Allowance, contracts and payment requests for consultants.
- 4) Takes notes and prepares draft minutes at meetings;
- 5) Obtains supporting documentation and information from consultants/contractors and others, types terms of reference and other relevant documents, and follows up on their processing;
- 6) Respond to routine requests for information, registers and routes incoming mail and ensures follow-up action on pending issues according to deadlines and priorities; maintains office files, archives and records (both paper and electronic);
- 7) Provides administrative assistance in preparing travel requests and travel claims for unit staff;

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- 8) Maintains contact lists; updates databases and relevant sections of the UNFCCC web site, ensuring the accuracy of data, and that documentation submitted is in accordance with applicable procedures; performs other tasks as assigned.

Requirements

- Completed Completion of secondary school level or equivalent. Specialised clerical/secretarial and web/computer applications training is an asset;
- At least 4 years of directly relevant work experience; at least one year of experience in an international environment would be an asset;
- Fluency in English, working knowledge of other UN languages is an asset.

To apply

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