



VACANCY ANNOUNCEMENT

(Candidates who have already applied for VA 12/093/CAS do not need to re-apply)

CONFERENCE AFFAIRS SERVICES (CAS) PROGRAMME Logistics unit

VACANCY ANNOUNCEMENT NO:	VA 13/069/CAS
PUBLICATION/TRANSMISSION DATE:	07 October 2013
DEADLINE FOR APPLICATION	05 November 2013
TITLE AND GRADE:	Conference Services Officer, P-3
POST NUMBER:	FCA-2942-P3-001
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

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 Programme Coordinator, the Conference Services Officer leads the Logistics unit. The incumbent is responsible for planning, organizing and supervising all aspects of conference logistical support services for the participation of representatives of Parties, inter-governmental and non-governmental organizations in all sessions of the UNFCCC bodies, and in meetings of constituted bodies, related groups, workshops, informal consultations and other events. The incumbent organizes and supervises the provision of logistics to support delegate and observer accreditation and registration, needed infrastructure for security and safety, offices and facilities to enable funding and facilitation of travel arrangements, logistics and equipment for provision of interpretation, translation and documentation services and all other aspects of conference logistics and services. The incumbent will:

- a) Plan, organize and manage conference and meeting support services, in particular:
 - Plan, develop and manage all logistical arrangements, logistical planning activities and operations;
 - Identify and recommend new meeting technologies and planning tools;
 - Prepare technical reports and briefings concerning the logistical organization of sessions and meetings;

- Analyze, and advise on, financial, scheduling and other implications of mandates requesting conference or meeting organization by the secretariat; draft the Executive Secretary's statements on these in cooperation with budget officers;
 - Ensure that programmes have the capability and resources to meet their meeting requirements as proposed;
 - Monitor the delivery of assigned tasks, with a view to efficient utilization of conference resources, and advise substantive offices on procedures and possible cost-effective measures;
 - Plan forward for additional and urgent meetings based on the inputs from the substantive programmes and executive management and ensure proper servicing of these meetings by evaluating their needs and the availability of resources required;
 - Coordinate the preparation of Staff Assignment Lists by Programme and by agenda item;
 - Liaise with representatives of Host Governments on required equipment and services, including availability of accommodation and infrastructure to support the conferences; establish the suitability of facilities at the proposed meeting site;
 - Monitor the preparation of logistical arrangements undertaken by host governments;
 - Lead the composition of host country agreements, memoranda of understanding, etc., including by solicitation of inputs from all programmes involved; lead correspondence on external enquiries regarding conference organization and logistics; and
 - Coordinate with other UN conference services the planning and provision of interpretation, meeting room and related services.
- b) Establish the Unit programme of work and plan and oversee the unit resources and staff:
- Establish and maintain the unit work programme and identify resources required for its implementation;
 - Develop and provide inputs to the Coordinator and PAT for the biennium budget in relation to the unit's programme of work;
 - Provide direction and guidance to the junior staff of the Logistics Unit; monitoring career development and evaluating their performance; and
 - Identify, make recommendations on and implement measures and strategies to improve the productivity and efficiency of the unit as well as the quality of conference environments.
- c) Perform other related duties:
- Support the Coordinator in the management and coordination of programme activities
 - Review existing secretariat policies and agreements with third parties, including Parties, the UN, and providers, and ensure that all requirements are covered; develop and make recommendations on improvements;
 - Develop policies and guidelines for the Coordinator to be considered by management committees regarding the provision of conference logistics; and
 - Represent the programme and provide expert advice in working groups, task forces and external meetings.

Requirements

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

Educational background: First level university degree (Bachelor or equivalent) in political science, international relations, public or business administration or a related discipline.

Experience: At least five (5) years of directly related experience. Two (2) years of relevant experience in an international work environment is an asset. Experience with an intergovernmental process, the work of the UN, and dealing with national, intergovernmental, non-governmental and other organizations is an asset.

Language requirements: Fluency in English. Working knowledge of other UN languages is an asset. Working knowledge of German is an asset.

To apply

Candidates whose qualifications and experience match the requirements for this position should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

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Please note:

1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.
2. Service is limited to the UNFCCC Secretariat.
3. 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.
4. Salary and allowances: US\$ 56.091 to 62.803 (without dependents)
 US\$ 60.091 to 67.387 (with dependents)
 (Plus variable post adjustment, currently 46.9% of net salary) plus
 other UN benefits as described on the following webpage:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>