



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
8 August 2021 23:59 hrs CET	VA 21/036/T	As soon as possible	Two years with possibility of extension	Bonn, Germany

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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.

The **Transparency division** 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 Koronivia, 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.

Where will you be working

The position is located in the Training & Certification unit of the MRV/ETF Support subdivision and has the overall purpose of supporting 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.

What will you be doing

Reporting to the Team Lead, P-4, Training & Certification unit, you will be accountable for supporting 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.

Your responsibilities



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

- a. Provide 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. Act as system administrator for the cloud-based Learning Management System (LMS):
 - Publish, maintain and update learning content on the learning management system;
 - Configure content on LMS webpages;
 - Review and enhance user-friendliness, functionality and system interface;
 - Quality assurance: test online courses before official launch;
 - Set up, configure, test and administer online exams;
 - Provide user support and raise technical queries with HR and the vendor (Cornerstone).
- c. Create, edit and update e-learning courses using Articulate Storyline, as required;
- d. Monitor status of the activities of training programmes; compile, summarize and present training results, statistical information and data; draft related reports, identifying shortfalls and bringing them to the attention of the Team Lead;
- e. Provide 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. Evaluate, propose, implement and update administrative and logistical activities to enhance relevant training procedures, taking into account lessons learned within the Transparency division and across the secretariat;
- g. Identify and provide administrative and logistical support to innovative approaches to promote the MRV and ETF both internally and externally to the secretariat.

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

- a. Coordinate invitation and registration for expert meetings, workshops, other inter-sessional events and in-country reviews;
- b. Make 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. Monitor relevant budget expenditures, comparing expenditures with approved budget allocations to ensure maximum cost savings related to the logistical arrangements; make recommendations as required.

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

- a. Compile, analyse and summarize background materials and information for use in the preparation of reports and official documents;
- b. Maintain filing and archiving system according to the UNFCCC or programme standards, as relevant.

4. In the area of representation/communication, you will:

- a. Serve as focal point for administrative coordination of processes, involving extensive liaison with the Administrative Services, Human Resources, and Information and Communication



Technology division, the Conference Affairs division, as well as 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. Respond independently to a wide range of requests for specialized administrative information, both inside and outside the secretariat.

5. You will perform any job-related activity required to meet the overall goals and objectives of the Transparency division, as well as those of secretariat-wide mandates.

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.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Your qualifications

Educational Background

Required Completed High School/Secondary education or equivalent.

Asset: Formal training or studies in e-learning, computer science or information technology is 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 (both oral and written).

Advantage: Working knowledge of German an asset. Knowledge of another UN official language is desirable.



Specific professional knowledge or skills

Required: Excellent coordination and communication skills with keen attention to detail. Ability to collaborate effectively with the team members and with other teams. Proficiency at working in a Windows environment, especially with regards to Word and Excel and in utilizing internet resources. Knowledge of a style guideline/template for formatting official documents.

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. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. 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 37,167 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>

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.
