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## VACANCY ANNOUNCEMENT

### SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

#### Programme Support and Coordination (PSC)

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 14/057/SDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>21 July 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>19 August 2014</b>
<b>TITLE AND GRADE:</b>	<b>Administrative Assistant (G-4)</b>
<b>POST NUMBER:</b>	<b>CDM-2933-V570-G4-002</b>
<b>INDICATIVE MONTHLY SALARY:</b>	<b>Euro 32,183 plus UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</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 Sustainable Development Mechanisms (SDM) programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Programme Support and Coordination (PSC) team supports the office of the Director (OD) on issues related to skills development, finance, management of human resources, management of information and regulatory documents.

### Responsibilities

The Administrative Assistant post is located in the Finance Team of the Programme Support & Coordination (PSC) Unit of the Sustainable Development Mechanisms (SDM) programme.

Under the direct supervision of the Programme Management Officer - Finance and general management of the Team Lead, Programme Support & Coordination the incumbent is responsible for various financial and administrative support functions.

The key results expected are:

- Processing of procurement requests
- Processing of financial transactions
- General Administrative Support

1. Processing of procurement requests:

- a. Reviews requisitions for goods and contractual services and prepares purchase requests for goods and services in accordance with secretariat provisions and liaises with the Procurement Unit on further action;
- b. Follows up to ensure timely delivery of goods/services and ensures that invoices are cleared for payment;
- c. Provides input for the SDM procurement planning;
- d. Tracks procurement requests and applies effort tracking system codes;
- e. Advises and guides programme staff members with respect to administrative procedures relating

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to procurement;

- f. Liaising with the Procurement unit, Makes recommendations and initiates actions for the establishment of long term agreements/contracts.

## 2. Processing of financial transactions:

- a. Creates obligations in the Integrated Management Information System "IMIS" for yearly planned activities; follows up for approval and subsequent closures;
- b. Maintains and generates statistical tables and updates tracking tables for planned activities/expenditures for all SDM activities, reporting any discrepancies to his/her supervisor;
- c. Processes and checks invoices for the Clean Development Mechanisms (CDM) and Joint Implementation (JI) deposits. Follows up on their clearance and responds to the queries of project participants and entities; Updates relevant records and confirms relevant deposits on the workflow of the external website;
- d. Creates obligation documents in IMIS for the purchase of goods and services; scrutinises supporting documents for completeness and accuracy.

## 3. General Administrative Support:

- a. Drafts correspondence, memoranda, notes to the file and other documents;
- b. Maintains files of rules, regulations, administrative instructions and other related documents;
- c. Maintains up-to-date work programme files;

## 4. Other (Back –up functions):

- a. Processes financial transactions regarding payment of remuneration to experts, consultants/individual contractors, members of panels and working groups, etc;
- b. Supports SDM programme-related travel by maintaining appropriate records of all invitations received;
- c. Liaises with Administrative Services (AS) for timely issuance of tickets, visas, laissez-passers, traveller cheques etc, and DSA payments.

### **Requirements**

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

**Education:** Completed secondary education. Administrative/financial training or equivalent is highly desirable.

**Experience:** At least four (4) years work experience providing office support functions relevant to the position including administrative duties related to finance, budget, accounting and/or procurement. Work experience in the United Nations system is an asset.

**Specific professional knowledge:** Good computer skills including advanced skills in Excel. Experience in an electronic information management system such as IMIS is highly desirable. Basic knowledge of administration, finance, budget, and accounting is required.

**Job related skills:** The incumbent must be flexible, well organized and stress resistant.

**Language requirements:** Fluency in written and spoken English. Working knowledge of the language German and/or another United Nations official language is an asset.

### **Selection Process**

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: applying professional expertise, being accountable, being responsive to clients and partners, working with teams, delivering results.