



TEMPORARY APPOINTMENT
SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

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| ANNOUNCEMENT NO: | 13/TA35/SDM |
| PUBLICATION DATE: | 20 September 2013 |
| DEADLINE FOR APPLICATION | 04 October 2013 |
| TITLE AND GRADE: | Administrative Assistant (G-4) |
| INDICATIVE MONTHLY NET SALARY: | Euro 2,658 net, plus UN benefits and pension fund |
| DURATION OF APPOINTMENT: | as soon as possible until 30 April 2014 |
| 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 Process Management unit coordinates the implementation of work programmes of constituted bodies and their panels and working groups and SDM inputs to, and support of, intergovernmental bodies.

Functions to be performed

Under the direct supervision of the Programme Management Officer, Finance, and the general guidance of the Team Lead, Programme Support and Coordination Unit (PSC), Sustainable Development Mechanisms (SDM), the incumbent works as part of the Programme Administrative Team (PAT) and provides various financial and administrative support functions to the SDM Programme.

1. Creates Obligations in the Integrated Management Information System IMIS for yearly planned activities, follows up for approval and subsequent closures; maintains statistical tables and updates tracking tables for planned activities/expenditures for all SDM activities, reporting any discrepancies to his/her supervisor; generates statistical tables and records.
2. Processes financial transactions for remuneration-payments to experts, consultants/individual contractors and Executive Board members, as well as members of panels and working Groups, etc.; liaises with the Financial Resources Management Unit in Administrative Services (AS) on any further action, ensuring timely payments;
3. Receives, checks and processes invoices for the Clean Development Mechanisms (CDM) and JI (Joint Implementation) deposits, following up on their clearance and responding to the queries of project participants and entities; updates relevant records and confirms relevant deposits on the work flow of the external website;
4. As a backup, prepares purchase requests for goods and services in accordance with secretariat provisions and liaises with the Procurement Unit on further action; follows up to ensure timely delivery of goods/services, and ensures that invoices are cleared for payment; assists in the input for the SDM procurement plan; creates obligation documents in IMIS for the purchase of goods and services; scrutinises supporting documents for completeness and accuracy;

5. As a backup, creates travel requests and travel claim forms relating to the official travel of staff, consultants and/or experts, in IMIS; liaises with the relevant units in AS for the timely issuance of tickets, visas, laissez-passers, traveller's cheques, DSA payments etc.; maintains records of travel-advances and ensures that all advances are settled;
6. Drafts correspondence, memoranda, notes to the file and other documents; maintains files of rules, regulations, administrative instructions and other related documents; maintains up-to-date work programme files (both paper and electronic); acts as a back-up for other staff within the unit.

Requirements

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

Education: Completed secondary education essential; administrative/financial training or equivalent desired.

Experience: At least four (4) year work experience providing office support functions relevant to the position including administrative duties related to finance, accounting, travel and/or procurement essential.

Job related skills: Good computer skills including software applications such as Word, PowerPoint, SharePoint and Excel essential.

Languages required: Fluency in English, written and spoken, essential. Working knowledge of another United Nations language desirable.

Responsibilities

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.**