



VACANCY ANNOUNCEMENT

Team Assistant, G-4

Sustainable Development Mechanisms (SDM) Programme
Global Climate Action Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
02 August 2018	VA 18/020/SDM	As soon as possible	One and half year	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 historic 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 Sustainable Development Mechanisms (SDM) programme is leading in the development and effective implementation of innovative approaches to broaden the engagement in and effectiveness of action to mitigate climate change and drive sustainable development. SDM supports the operationalization of the cooperative approaches established by Article 6 of the Paris Agreement and broader efforts to engage non-Party stakeholders in climate action. SDM manages the NAZCA platform, supports the COP Presidencies' Climate Action Champions and supports the implementation of the three Kyoto mechanisms - the Clean Development Mechanism (CDM), Joint Implementation (JI), and International Emissions Trading (IET).

Where will you be working

Your position is located within the Global Climate Action unit in Sustainable Development Mechanisms (SDM) programme and responsible for the secretarial and administrative support to unit manager and programme officers, coordination of communication flows within and outside the unit, logistical support for meetings and events.

The functions of the Team Assistant include:

- Secretarial and administrative support
- Coordination of communication flows of the sub-programme
- Logistical support to workshops and other inter-sessional events
- Data collection and processing

You will have the following responsibilities:

1. You will provide general secretarial and administrative support to the Manager, ensure all official documentation and correspondence is prepared, edited and formatted according to the UNFCCC Editorial and Correspondence style guides. Activities include but may not be limited to:
 - Drafting routine correspondence, tables and graphs, formatting reports, official documents, and other UNFCCC correspondence, searching for relevant background material that may



- be needed for reply; preparing presentations using Power Point; preparing and sending faxes, letters and e-mail messages;
- Proof-reading and checking correspondence, reports, statistical tables and other documents for accuracy, format, spelling, grammar, attachments and addresses;
 - Taking notes and preparing draft minutes at meetings and webinars;
 - Making travel arrangements for professional staff members based on UN Rules and Regulations, preparing travel requests and claims; providing the certifying officer with the relevant information and supporting documentation.
2. You will coordinate the communication flow of the unit, ensuring the timely dissemination of routine information both within and outside the sub-programme. Activities include but may not be limited to:
- Maintaining appointment schedules and contact lists;
 - Placing and screening telephone calls, responding to routine requests for information, receiving visitors;
 - Screening, registering and routing incoming mail and ensuring follow-up action on pending issues according to deadlines and priorities; maintaining office files, archives and records (both paper and electronic);
 - Assisting in the development and maintenance of internal collaborative resources, including presentation slides and speaking points;
 - Serving as focal point for administrative coordination of the unit's activities, involving liaison with a diverse organizational unit to initiate requests, obtain necessary clearances, process and follow-up on administrative actions;
 - Contributing to activities/projects in which the teams are involved, as needed, including the design and maintenance of online means to enable public accessibility of information, experience, and best practices;
 - Assisting in the development and maintenance of internal collaborative resources, including presentation slides and speaking points, organized according to clear and consistent filing and naming conventions;
 - Organising telephone and video conferences, as requested.
3. You will provide assistance in ensuring the smooth organization and preparation of the logistical aspects of workshops and other intersessional events. Activities include but may not be limited to:
- Supporting the logistical organization of meetings (e.g. sending invitations, setting up meeting rooms, ensuring availability of necessary equipments, etc.);
 - Assisting in making travel arrangements for participants based on UN Rules and Regulations;
 - Ensuring that relevant documentation is made available to all participants in a timely manner;
4. You will conduct limited research and compiling basic information and technical data on specific programmes/projects and related topics and issues. Consolidate and process data and enter them into relevant databases. You will assist in monitoring developments/issues on subjects or areas assigned by collecting and compiling materials from multiple sources, e.g. relevant databases, the library and the Internet.
5. You will perform any other job related activities required to achieve the goals and objectives of the sub-programme, the programme or the secretariat, including providing back up functions and orientation/training to new staff.



What are we looking for

Educational background

Required: Completed secondary education.

Asset: Formal secretarial or other related training

Experience

Required: At least four (4) years of work experience carrying out secretarial and administrative duties matching the functions of the post.

Asset: Experience working in an international organization.

Language skills

Required: Fluency in English, written and spoken.

Asset Working knowledge of German and/or another United Nations language

Specific professional knowledge

Required: Sound working knowledge of MS Office packages. (Word, Excel, Power Point).

Highly desired: Knowledge in Share point, databases and content management system

Job related skills

Required:

- excellent organisational and time management skills;
- the capacity to prioritise tasks and work under pressure;
- strong oral and written communication skills;
- attention to detail;
- flexibility and adaptability to changing workloads;
- problem-solving skills.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Communicating with impact, being responsive to clients and partners, working with teams.

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



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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, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant. 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.
3. Indicative net annual salary: Euro 33,189 plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>