



VACANCY ANNOUNCEMENT

Team Assistant, G-4
Loss and Damage Unit
Response Subdivision
Adaptation Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
22 December 2021 23:59 hrs CET	VA 21/071/A	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 24 November 2021, Post number: 31042453, Funding: 32FRA

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.

Where will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation division, and more specifically in the Response subdivision, which supports developing country Parties, in particular Least Developed Countries (LDCs), in assessing impacts, risks and vulnerability and in developing, implementing, monitoring, evaluating and reporting on adaptation plans, policies and actions.

What will you be doing

Reporting to the Team Lead, P-4, Loss and Damage unit, which supports the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM) and its Executive Committee (ExCom), you will provide administrative support to the supervisor and the programme officers assigned to the unit, coordinate communication flows of the team, operate databases, interfaces and workflows, ensure the accuracy of data, and provide logistical support to meetings and workshops.

Your responsibilities

1. Performing a wide range of office support, secretarial and administrative functions, you will:

- a. Respond and draft routine correspondence and other communications, produce a wide variety of large complex documents and reports, make final formatting of reports, official documents, and other UNFCCC correspondences;
- b. Research, compile and organize information and reference materials from various sources for reports, briefings, meetings/conferences, etc., and assist in the preparation of presentation materials;
- c. Support the programme officers by preparing briefing handbooks and documentation for meetings, collecting and compiling submissions, preparing lists and collecting relevant information, sending draft documents to relevant focal points for in-house circulation and pre-editing, incorporating requested changes by editors and responding to requests for information;



- d. Monitor processes and timelines related to the unit's outputs or tasks, assist in the verification of submitted or outgoing documents for approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements, follow up to ensure they are processed within deadlines; ^[1]_{SEP}
- e. Proofread and check completeness of official documents, reports, statistical tables and edits texts for accuracy, grammar, punctuation and for adherence to UNFCCC editorial and correspondence style guide;
- f. Take notes and prepare draft minutes at meetings; and ^[1]_{SEP}
- g. Perform general administrative tasks (e.g. arrangements for meetings and events, reservations, budget follow-up, etc.), including preparing and/or processing administrative requests/documents (e.g. travel requests, expenditure authorizations, etc.).

2. Coordinating the communication flow of the team, you will:

- a. Ensure the timely dissemination of routine information both within and outside the team;
- b. Maintain appointment schedules and contact lists, monitor changes and communicate relevant information to appropriate staff;
- c. Respond to routine requests for information, receive visitors;
- d. Review, record and route incoming mail; respond to moderately complex information requests and inquiries and as necessary refer inquiries to appropriate personnel for handling; and follow-up on impending actions according to deadlines and priorities;
- e. Maintain office files, archive and record system (both paper and electronic);
- f. Update and maintain large distribution lists; monitor, prepare and distribute various materials, reports, where possible using electronic formats; handle arrangement for printing, editing and translation as necessary; coordinate shipment arrangements, courier services, as necessary;
- g. Organize phone and video conferences as requested.

3. Operating internal and external databases, web interfaces and/or workflows and ensuring the accuracy/completeness of data, you will:

- a. Maintain internal and/or external databases, web interfaces and/or workflows;
- b. Perform data entry and extraction functions;
- c. Ensure that information and documentation is made available to relevant audience (internal/external) in accordance with applicable procedures;
- d. Generate a variety of standard statistical and other reports, work orders, etc., using various databases;
- e. Upload/update relevant sections of the interfaces and websites of the team;
- f. Assist in coordinating software and office equipment support.

4. Providing logistical support to meetings and workshops, you will:

- a. Provide logistical support to meetings and workshops;
- b. Establish and maintain participants database/lists;
- c. Request and follow up on travel arrangements, including visa requirements, for participants and staff members;
- d. Work closely with staff in the Conference Affairs division to organize meetings and workshops, set up of meeting venue, office equipment, transportation services, registration, and document distribution, to make hospitality and local staff arrangements, etc.;
- e. Post presentations and e-documents on the web following the event.

5. You will perform any other job-related activity required to achieve the goals and



objectives of the division.

Competencies

Being Accountable. Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Communicating with impact. Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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

Delivering results. Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Required: Completed secondary education.

Asset: Formal education/ training as secretary is an asset.

Experience

Required: At least four (4) years of work experience carrying out office support functions related to the ones of the position.



Language skills

Required: Fluency in English (both oral and written).

Asset: Working knowledge of another United Nations language is an asset.

Specific professional knowledge or skills

Fully proficient computer knowledge of MS office products (Word, Excel, Power Point). Knowledge of SharePoint is highly desirable, knowledge of a Content Management System (CMS) an asset.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may 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 33,189 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.