



VACANCY ANNOUNCEMENT

Programme Assistant, G-5
Means of Implementation Division
Climate Finance, Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 June 2023 23:59 hrs CET	VA 23/065/MOI	As soon as possible	One year 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.

Where will you be working

This position is located in the UNFCCC secretariat in Bonn in the Means of Implementation division, and more specifically in the Climate Finance subdivision, which supports climate finance work to enable enhanced implementation of the Convention and the Paris Agreement, which will be the priority for the biennium.

Reporting to the Team Lead, Team Lead of the Country and Private Sector Engagement Unit and under the overall guidance of the manager of the Climate Finance Subdivision, you will provide critical assistance to a range of programme and administrative functions related to climate finance country and private sector engagement. This is performed through provision of support in regional and international engagements, meetings, maintenance of country and private climate finance documentation, reports, information and webpage management, and provision of programme support to the Manager and Team Lead. The Country and Private Sector Engagement team facilitates access and mobilization of climate finance for needs of developing country Parties in and through outreach, engagement with private sector finance.

You will have the following responsibilities

Specifically, you will be responsible for:

- 1. Ensuring programme support on country and private climate finance:**
 - a. Research, compile and organize information and reference materials from country and private finance sources for reports, briefings, meetings/conferences etc.; assist in the preparation of presentation materials;
 - b. Generates reports and prepares statistics on private climate finance and country needs and finance flow data including charts and graphs as required.
 - c. Support preparation of briefings 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 and responding to requests for information;
 - d. Respond to enquiries and information requests; draft correspondence and other



communications; oversee editing and final formatting of official documents, and other UNFCCC correspondence;

- e. Monitor processes and timelines related to the subdivision'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;
- f. Proofread and check completeness of documents, reports, statistical tables and edit texts for accuracy, grammar, punctuation and for adherence to UNFCCC editorial and correspondence style guide;
- g. Creates and maintains working space in Teams/SharePoint to facilitate the engagement projects, including the preparation of reports, participation lists and contacts;

2. Providing logistical and administrative support to meetings and workshops:

- a. Coordinate administrative preparations for meetings (venue, budget, contracting, on-site services etc.) with various divisions in the secretariat and external counterparts; ensure preparations are implemented on a timely basis; send out invitations to participants, coordinating their travel, expenses and visa arrangements; liaise with Conference Affairs Services and speakers and ensure all administrative requirements relating to participation are met;
- b. Provide, between and in-session support to meetings and workshops by participating in planning and implementation; liaise with representatives and co-chairs; manage subdivision's mail in-box;
- c. Prepare, spell-check and format documents and compile other official documents; coordinate the edit and approval process and supports the drafting of agendas and reports;
- d. Update the relevant website/s, writing and revising content, as necessary; ensure submissions by are uploaded and appropriately filed;
- e. Develop and maintain webpages and online registration systems for participants of meetings and workshops;
- f. Liaises with ICT and other relevant programmes to resolve issues/problems related to information management tools;
- g. Take notes and prepare draft minutes at meetings;

3. Providing administrative support to the unit:

- a. Provides assistance to the Team Lead and Manager during the Conference of the Parties, subsidiary body meetings or working groups; maintains a comprehensive record of meeting documents; responds to requests for information from delegates;
- b. Compiles, summarizes, and presents basic information/data on specific team related projects, including preparing initial drafts on articles and reporting of the activities of the teams for internal communications purposes,
- c. Update the relevant subdivision's website/s, writing and revising content, as necessary;

4. Performs any other job-related activity required to achieve the goals and objectives of the secretariat.

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.



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.

Learning continuously and knowledge sharing: Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures and applies lessons learned to future activities; Engages colleagues or networks to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.

Your qualifications

Educational Background

Required Completed secondary education.

Experience

Required: At least five (5) years of experience in providing programme support functions relevant to the functions of the post such as collecting data, processing information, information management, and working with databases. Previous experience in organising meetings and workshops would be an asset. Experience in document formatting is an asset.

Language skills

Required: Fluency in English, written and spoken. Knowledge of another United Nations language desirable. Working knowledge of German an asset.

Specific professional knowledge and skills

Proficiency in Microsoft packages, including excel and word. Knowledge of data portals, databases and electronic communication software gained through applying these tools. Knowledge of climate finance and/or capacity building databases is desirable. SharePoint experience would also be an asset. Attention to detail and good organisational skills are required.

Excellent coordination and communication skills:

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;

Attention to details.



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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. 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 42,700.

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.
