



VACANCY ANNOUNCEMENT

ADAPTATION PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 13/029/A
PUBLICATION/TRANSMISSION DATE:	10 April 2013
DEADLINE FOR APPLICATION:	09 May 2013
TITLE AND GRADE:	Team Assistant, G-4
POST NUMBER:	FCA-2926-G4-002
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY:	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Adaptation programme supports Parties, in particular developing country Parties, in assessing, developing and implementing adaptation plans, policies and actions aimed at reducing vulnerability and building resilience and in improving the scientific basis for international climate policy and action, including through the review of the adequacy of the long-term global goal.

Responsibilities

The Team Assistant position is located within the Impacts, Vulnerability and Risks (IVR) sub-programme and reports to the sub-programme manager. S/He provides secretarial and administrative support to the manager and the programme officers assigned to the IVR sub-programme, working under general instructions regarding priorities of work. In particular the Team Assistant:

1. Provides general secretarial and administrative support to the sub-programme, ensuring 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:

- a. Drafting routine correspondence, tables and graphs, final formatting reports, official documents, and other UNFCCC correspondence, searching for relevant background material that may be needed for reply; preparing presentations using PowerPoint; preparing and sending faxes, letters and e-mail messages;
- b. Supporting the programme officers and chairs during sessions of the COP, SBs and AWGs by preparing briefing handbooks and documentation for meetings and/or sessions, collecting and compiling submissions from Parties, preparing lists of speakers and collecting statements from Parties and organizations, 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 from delegates;
- c. Monitoring the status of documents throughout the editing process, following up to ensure they are processed within deadlines;
- d. Proof-reading and checking correspondence, reports, statistical tables and other documents for accuracy, format, spelling, grammar, attachments and addresses;
- e. Taking notes and preparing draft minutes at meetings; and

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- f. Preparing travel requests for staff members based on UN Rules and Procedures, advances and claims and entering them into IMIS; providing the certifying officer with the relevant information and supporting documentation.
2. Coordinates the communications flow of the sub-programme ensuring the timely dissemination of routine information both within and outside the sub-programme. Activities include but may not be limited to:
 - a. Maintaining appointment schedules and contact lists;
 - b. Placing and screening telephone calls, responding to routine requests for information, receiving visitors;
 - c. 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); and
 - d. Organizing phone and video conferences as requested.
 3. Assists in ensuring the smooth organization and preparation of the logistical aspects of workshops and other intersessional events, in consultation with the Programme Administrative Team (PAT). Activities include but may not be limited to:
 - a. Establishing and maintaining a participant database to enable issuance of invitations using mail merge;
 - b. Providing cost estimates for travel and Daily Subsistence Allowance (DSA) for participants and/or experts;
 - c. Requesting and following-up on travel arrangements for participants, including visa requirements, and for staff members for workshops held outside of Bonn, in consultation with the Travel Unit;
 - d. Liaising with relevant units in Administrative Services on workshop-related administrative issues such as payment of DSA and finalisation of Memorandum of Understandings (MoUs);
 - e. Organizing and overseeing logistical support (appropriate workshop/meeting venue with the proper set up of offices and meeting rooms and office equipment), transportation services and hospitality arrangements; coordinating the services of local staff on-site; preparing registration pack for participants as well as arranging for the distribution of documents and background papers; arranging the disbursement of DSA to participants (e.g. by UNDP national offices, bank transfer or Travellers Cheques); and
 - f. Posting presentations and e-documents on the web following the event.
 4. Updates databases and ensures the accuracy of data, including that documentation submitted is in accordance with applicable procedures. Uploads/updates relevant sections of the UNFCCC web site.
 5. Performs any other job related activity required to achieve the goals and objectives of the sub-programme, the programme or the secretariat, including providing orientation and training to new or temporary assistance.

Essential Requirements

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

- Completed secondary education. Formal course/training in secretarial, clerical, administrative and/or operational services areas an asset.
- At least four (4) years relevant experience working in an office support function carrying out secretarial/team assistant and/or clerical duties. Experience in the logistical support to meetings and workshops highly desirable. Experience in an international environment is an asset.
- Good knowledge of office technology such as MS office package especially Word and Excel, as well as experience with Internet use and e-mail application. Experience working with databases is highly desirable.
- Ability to deal with large volumes of work under time pressure with a high level of accuracy.
- Fluency in written and spoken English. Working knowledge of another UN languages an asset.

Evaluation criteria

Professionalism: Good understanding of the functions of the post.

Communication: Good communication skills (spoken and written), including ability to draft and edit standard correspondence.

Planning & Organizing: Good organizational skills and ability to handle work in an efficient and timely manner.

Client (service) oriented: Ability to meet time line for delivery of product or services.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment.

Technological Awareness: Fully proficient computer skills include the use of software packages such as Word (including document formatting), Excel, and other relevant software applications.

Commitment to continuous learning: Initiative and willingness to learn new skills.

How to apply

Candidates whose qualifications and experience match the requirements for this position, please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

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.**
3. **Salary and allowances:** Euro 31,898 net annual salary, plus UN benefits and pension fund as indicated in the below link:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>