



VACANCY ANNOUNCEMENT

Programme Assistant, G-5 (multiple posts)

Mitigation Division,

Markets and Non-Markets Support and Stakeholders Interaction Subdivision [Choose an item.](#)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 March 2023 23:59 hrs CET	VA 23/017/M	As soon as possible	One year and six months 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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the **Mitigation division** and specifically in the **Markets and Non-Markets Support and Stakeholders Interaction subdivision**, which provides effective support on matters relating to intergovernmental, substantive and technical support to Article 6.2, 6.4 and 6.8, Carbon Pricing, stakeholders' interaction, regulations development, delivering mandates under Article 6.2 (including review) and capacity-building on Article 6.

What you will be doing

You will provide logistical and administrative support to meetings, workshops and related events while also performing a broad range of secretarial and office support functions. You would furthermore operate databases, web interfaces and other workflows ensuring accuracy and completeness, as well as contribute to the design and implementation of certain of the subdivision's activities and coordinate the respective communication flow.

Your responsibilities

Particular activities will include:

- 1. Performing a wide range of administrative, secretarial and/or office support functions:**
 - a. Respond to general and complex enquiries and information requests; draft routine correspondence and other communications; produce a wide variety of comprehensive documents and reports; oversee final formatting of official documents, and other UNFCCC correspondence;
 - b. Research, compile and organize information and reference materials from various sources for reports, briefings, meetings/conferences etc.; assist in the preparation of presentation materials;
 - c. Support Manager, Team Leads and/or Programme Officers as necessary, 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 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;
- e. Proofread and check completeness of official documents, reports, statistical tables and edit texts for accuracy, grammar, punctuation and for adherence to UNFCCC editorial and correspondence style guide;
- f. Take notes and prepare draft minutes at meetings;
- 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.); coordinate the general flow of routine information and documentation within the subdivision.

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 other 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 their participation are met;
- b. Provide, where necessary, in-session support to the market and non-market mechanisms substantive team and Parties by participating in planning and implementation of support to negotiations on market- and non-market mechanisms; liaise with concerned support teams to schedule participation of representatives of delegations and co-chairs; manage subdivision's information in-box;
- c. Prepare, spell-check and format conference-level documents and compile other official documents; coordinate the approval process and supports the drafting of agendas and reports;
- d. Update the relevant subdivision's website/s, writing and revising content, as necessary; ensure submissions by Parties, Intergovernmental Organizations (IGOs) and Non-Governmental Organizations (NGOs) are uploaded and appropriately filed.

3. Operating databases, web interfaces and information workflows:

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

4. Perform any job-related activity required to meet the overall goals and objectives of the subdivision, division, as well as those of secretariat-wide mandates.



Competencies

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. Formal education/ training as secretary an asset.

Experience

Required: At least five (5) years of relevant work experience carrying out functions as a Secretary, Personal or Team Assistant, preferably with some experience working in an international organization.

Language skills

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

Advantage: Working knowledge of German and/or another United Nations language is an asset.

Specific professional knowledge or skills

Other: Good knowledge of office technology such as MS Office (Word, Excel, PowerPoint), Internet and e-mail applications; knowledge of a Content Management System (CMS) an asset; experience in using SharePoint and other electronic communication software is highly desirable; ability to work independently, setting priorities and staying focussed in a busy environment; ability to work with highly confidential information; ability to communicate effectively with internal and external stakeholders.,



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 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.
