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**CONSULTANCY  
(Individual Contractor)**

**Sustainable Development Mechanisms (SDM) PROGRAMME  
Programme Support and Coordination (PSC) Unit**

<b>ANNOUNCEMENT NO:</b>	<b>13/CON04/SDM</b>
<b>PUBLICATION DATE:</b>	<b>03 July 2013</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>17 July 2013</b>
<b>DURATION OF CONSULTANCY:</b>	<b>Skills Development</b>
<b>DUTY STATION:</b>	<b>Six (6) months, starting as soon as possible</b>
	<b>Bonn, Germany</b>

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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 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 Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Programme Support and Coordination unit is accountable for ensuring effective support to the Director on matters relating to the overall management of the SDM programme.

**Objective**

The incumbent will be placed in the Skills Development Team within the Program Support and Coordination (PSC) unit of the Sustainable Development Mechanisms (SDM) programme. S/He reports to the team lead. S/He provides secretarial and administrative support to the team lead and to the programme officers assigned to Skills Development, working under general instructions regarding priorities of work. The functions of the incumbent include:

- Administration of the Learning Management System (LMS) for SDM
  - Logistical support and administration of workshops and other learning events
  - Secretarial and administrative support
1. Serves as local (SDM) administrator of the Learning Management System (LMS) for SDM, ensuring that SDM staff and external users have consistent access to learning activities and records. Activities include, but may not be limited to:
    - a. Acting as a local administrator of the Learning Management System (LMS) to create and maintain system content, user data, workflows and approval processes;
    - b. Supporting other local administrators of the LMS in UNFCCC in adequately using the system based on the access rights allocated them, liaising with colleagues in Administrative Services (AS), Skills Development and the Programme Administrative Team (PAT) and brings any issues arising to the attention of the main system administrator;
    - c. Supporting the LMS helpdesk and escalates issues to the main system administrator; and
    - d. Maintaining and updating training information in the LMS and ensure training materials are accessible to SDM staff and external stakeholders, as required.

2. Assists in ensuring the organization and preparation of the administrative and logistical aspects of learning interventions, in consultation with the team lead and the Administrative Services programme. Activities include, but may not be limited to:
  - a. Planning and organising logistical and administrative aspects of technical and generic training courses, staff development activities and workshops for staff;
  - b. Updating and maintaining internal information booklets;
  - c. Supporting documentation of course design and creation of course materials and job aids, as required; and
  - d. Carrying out market research to identify training vendors, consultants, venues and materials in support of the design of future training courses and maintaining the master trainers list and/or updates the consultant database as appropriate.
  
3. Provides general secretarial and administrative support to Skills Development and PSC. Activities include, but may not be limited to:
  - a. Drafting routine correspondence, tables and graphs;
  - b. Taking notes and preparing draft minutes at meetings;
  - c. Preparing presentations using PowerPoint; and
  - d. Performing any other job related activity required to achieve the goals and objectives of the PSC, the SDM programme or the secretariat, including providing orientation and training to new or temporary assistance.

### **Requirements and qualification**

**Educational background:** Completed secondary education. Training in adult education, human resources or communication is an asset.

**Experience:** At least four (4) years of relevant work experience including experience preparing, organizing, and providing logistical support of events in the areas of administration, adult education, human resources management, training/facilitating or other related field. At least two (2) years of work experience in a multicultural or international setting is an asset.

**Specific professional knowledge:** Excellent knowledge of Microsoft Office Packages. Experience managing or administering databases, customer relationship management systems, or learning management systems is an asset.

**Job-related skills:** Ability to work accurately giving attention to detail and with minimal supervision, friendly and co-operative attitude, organizational skills, excellent written communication skills,

**Language requirements** (if applicable): Excellent command of written and spoken English. Working knowledge of other United Nations languages is an asset.

### **To apply**

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