



VACANCY ANNOUNCEMENT
CONFERENCE AFFAIRS SERVICES PROGRAMME

Logistics unit

VACANCY ANNOUNCEMENT NO:	VA 12/092/CAS
PUBLICATION/TRANSMISSION DATE:	3 December 2012
DEADLINE FOR APPLICATION	1 January 2013
TITLE AND GRADE:	Associate Conference Services Officer, P-2
POST NUMBER:	FQA-2942-P2-001
INDICATIVE NET ANNUAL SALARY:	US\$ 46,730 to 52,645 (without dependents) US\$ 49,821 to 56,347 (with dependents) (plus variable post adjustment, currently 46.1% of net salary) plus other UN benefits and pension fund
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 Conference Affairs Services programme provides comprehensive conference services for all sessions of the UNFCCC Convention and Kyoto Protocol bodies, as well as meetings and workshops organized in the intergovernmental climate change process. These services include conference and working facilities allowing for up to 10,000 participants; liaison with Parties, Observer States, IGOs and NGOs; security and protocol arrangements; registration of participants to sessions and meetings; travel arrangements for participants from Parties eligible for funding; planning and editing of parliamentary documents; and coordination of document registration, translation, reproduction, dissemination and storage.

Responsibilities

Under the overall guidance of the Coordinator, and the immediate supervision of the Conference Services Officer, the incumbent is responsible for analysing, planning, and coordinating central technical tasks for Conferences and meetings, such as procurement and contract management, space planning and design, management tools and for planning and coordinating all logistical arrangements for workshops and other events held in Bonn and abroad. The incumbent will also be leading a team of junior staff. In particular the incumbent will:

- a) Perform central technical tasks in support of the activities relating to the preparation of conferences:
 - Identify the need for, conduct extensive market research as necessary, and organize and contribute to the preparation of long term agreements related to the procurement of construction work, equipment, audio and interpretation systems, telecommunications services, furniture, and related conference services;

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- Prepare the technical and commercial evaluation of bids for submission to the Procurement Unit and the Committee on Contracts, as necessary; provide documents and inputs required for and by Joint Local Committee on Contracts;
 - Clarify technical specs and commercial aspects with long-term contractors as necessary; manage the contracts of conference equipment and services; ensure that equipment and services are provided according to agreed specifications; initiate corrective action and resolve problems with contractors when necessary;
 - Maintain, analyse and report on key statistical data and performance indicators;
 - Identify, design and improve, ensuring technical development and maintenance of, information systems in order to facilitate the organization of meetings and conferences, including, e.g., web-based meeting management tools, space planning systems, etc.,
 - Analyse requests from substantive offices for meetings to be included in the draft calendar of meetings;
 - Prepare the budgets necessary to cover all required equipment and services for conferences and meetings, verifying that specific programme requirements are reflected and liaising closely with the Programme Administrative Teams of the organizing programmes to ensure that necessary funds are available;
 - Liaise with other (administrative, information) service programmes on procedures relating to arrangements for conferences and meetings, and provide input to relevant secretariat guidelines in order to ensure the smooth and efficient provision of related equipment and services;
 - Compile, and ensure consistency of, technical specifications related to logistics as input to host country agreements;
 - Provide technical advice and policy recommendations related to logistical support.
- b) Organize the logistical arrangements for meetings, workshops, seminars and other UNFCCC events and in particular:
- Ensure that the requirements in terms of space, facilities and equipment are met;
 - Review design layouts of facilities and technical data regarding materials, sizes, dimensions, and quantities and makes recommendations;
 - Negotiate with constructors and specialists responsible for set-up of conference site and resolves problems;
 - Coordinate the preparation of time schedules, layout plans, equipment inventories, tender documents and other documents necessary for the planning of the meetings;
 - Advise host governments on technical specifications of conference equipment and services required;
 - Coordinate the shipment of office material and equipment to the meeting site and back;
 - Ensure that logistical arrangements and support services are put in place according to schedules and requirements and that any problems arising on-site are resolved.
- c) Assist the unit head in planning and overseeing the unit resources and staff:
- Provide direction and guidance to more junior staff and evaluate their performance;
 - Provide input to the unit programme of work and required resources;
 - Act as officer in charge in the absence of the unit head.
- d) Perform other duties as assigned.

Essential Requirements

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

Educational background: University degree in business or public administration, international relations, law, social science or related field.

Experience: At least three (3) years of relevant working experience of which one or two years should have been in an international environment. Familiarity with organizational issues an asset.

Language requirements: Fluency in English. Working knowledge of UN languages and/or German an asset.

Expected competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgment in the work environment; the capacity to plan own work and manage conflicting priorities.

Commitment to Continuous Learning: Willingness to keep abreast of new developments in the field of work.

Communication: Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

Technological Awareness: Ability to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

To apply

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

Please note:

- 1. Qualified women candidates and candidates from developing countries are especially encouraged to apply**
- 2. Service is limited to the UNFCCC secretariat**
- 3. 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.**