



VACANCY ANNOUNCEMENT
MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME
Inventories and Data Services (IDS)

VACANCY ANNOUNCEMENT NO:	VA 14/050/MDA
PUBLICATION/TRANSMISSION DATE:	01 July 2014
DEADLINE FOR APPLICATION	30 July 2014
TITLE AND GRADE:	Team Assistant, G-4
POST NUMBER:	FRA-2924-V143-G4-002
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible
DUTY STATION:	Bonn, Germany

Background

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

The Mitigation, Data and Analysis (MDA) programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments. MDA is also responsible for the substantive support of the international transaction log and registry systems under the Kyoto Protocol.

Responsibilities

The Team Assistant position is located within the Inventories and Data Services sub-programme of the Mitigation, Data and Analysis programme; the incumbent reports to the team lead of the Greenhouse Gas (GHG) inventory unit. S/He provides secretarial and administrative support to the unit team lead and the programme officers assigned to the unit, working under general instructions regarding priorities of work. The functions of the Team Assistant include:

- Secretarial and administrative support
 - Coordination of communication flows in the unit and the sub-programme
 - Logistical support to workshops and other inter-sessional and sessional events
1. Provides general secretarial and administrative support, ensuring that 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
 - 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 unit and the sub-programme ensuring the timely dissemination of routine information both within and outside. 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 inter-sessional and sessional 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.

For events taking place in Bonn, the Team Assistant works in close collaboration with Conference Affairs Services (CAS).

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.

Requirements

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

Education: Completed secondary education. Secretarial/administrative/commercial training or equivalent is an asset.

Experience: At least four years of work experience in office support functions relevant to the duties of the position. The work experience must include the organization of meetings. Work experience in multicultural or international environment is an asset.

Specific professional knowledge: Good computer skills, including knowledge of text processing (Word) and spreadsheets (Excel) software; experience with logistical support to meetings; experience with

Internet use and e-mail calendars/task management systems (Lotus Notes or Outlook). Experience in utilizing communication tools such as maintaining web pages is desired.

Job related skills: Ability to work independently and to tight deadlines, meticulous attention to detail.

Language requirements: Fluency in English. Working knowledge of other United Nations languages is an asset.

Selection Process

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, being accountable, working with teams, delivering results.

To apply

Candidates whose qualifications and experience match the requirements for this position should 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. Indicative Net Annual Salary: Euro 32,183 plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>