



VACANCY ANNOUNCEMENT

Team Assistant, G-4
Climate Finance Subdivision
Means of Implementation Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
18 November 2022 23:59 hrs CET	VA 22/069/Mol	As soon as possible	one year 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 will you be working

This position is located in the Means of Implementation Division and more specifically in the Climate Finance subdivision, which supports climate finance work to enable enhanced implementation of the Convention and the Paris Agreement, which will be the priority for the biennium.

What will you be doing

Under the supervision of the Team Lead, Policy and Analysis Unit you will provide administrative support to the supervisor and the programme officers assigned to the sub-division, coordinates communication flows of the team, operates databases, interfaces and workflows, ensures the accuracy of data; and provides logistical support to meetings and workshops.

Your responsibilities

1. Performing a wide range of office support, secretarial and administrative functions:

- a. Responds and drafts routine correspondence and other communications; produces a wide variety of large complex documents and reports, makes final formatting of reports, official documents, and other UNFCCC correspondences;
- b. Supports the programme officers 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;
- c. Monitors processes and timelines related to the unit's outputs or tasks; assists in the verification of submitted or outgoing documents for approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements; follows up to ensure they are processed within deadlines; ^[1]_[5Ep]
- d. Takes notes and prepares draft minutes at meetings; and ^[1]_[5Ep]



- e. Performs 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.).

2. Coordinating the communication flow of the team:

- a. Ensures the timely dissemination of routine information both within and outside the team;
- b. Maintains appointment schedules and contact lists, monitors changes and communicates relevant information to appropriate staff.
- c. Responds to routine requests for information, receives visitors;
- d. Reviews, records and routes incoming mail; responds to moderately complex information requests and inquiries and as necessary refers inquiries to appropriate personnel for handling; and follows-up on impending actions according to deadlines and priorities;
- e. Maintains office files, archives and records system (both paper and electronic);
- f. Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing, editing and translation as necessary; coordinates shipment arrangements, courier services, as necessary
- g. Organizes phone and video conferences as requested.

3. Providing logistical support to meetings and workshops:

- a. Provides logistical support to meetings and workshops;
- b. Establishes and maintains participants database/lists;
- c. Requests and follows up on travel arrangements, including visa requirements, for participants and staff members;
- d. Works closely with staff in the Conference Affairs Services division to organize meetings and workshops, set up of meeting venue, office equipment, transportation services, registration, and document distribution, to make hospitality and local staff arrangements, etc.;
- e. Posts presentations and e-documents on the web following the event. ^[1]_[SEP]

4. Performs any other job-related activity required to achieve the goals and objectives of the Department/division.

Competencies

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.



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.

Managing self: Controls emotions and regulates own interpersonal style and approach to relate well to others, even in difficult work environments; Empathizes, understands others' perspectives and handles people and situations with diplomacy and tact.; Resolves conflicts constructively and takes action to prevent them; Stays productive and focused when dealing with crises and emergencies; Is resilient and flexible and operates effectively when faced with new ideas or evolving situation; Is receptive to feedback and open to adjust own behavior.

Your qualifications

Educational Background

Required: Completed secondary education.

Asset: Formal education/ training as secretary is an asset.

Experience

Required: At least four (4) years of work experience carrying out office support functions related to the ones of the position.

Language skills

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

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

Specific professional knowledge or skills

Fully proficient computer knowledge of MS office products (Word, Excel, Power Point). Knowledge of SharePoint is highly desirable, knowledge of a Content Management System (CMS) an asset.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may 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>



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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 35,548 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.
