



TEMPORARY APPOINTMENT
SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME
Process Management Unit (PMU)

ANNOUNCEMENT NO:	14/TA21/SDM
PUBLICATION DATE:	22 July 2014
DEADLINE FOR APPLICATION	03 August 2014
TITLE AND GRADE:	Team Assistant (G-4)
INDICATIVE MONTHLY NET SALARY:	Euro 2,682 net, plus UN benefits and pension fund
DURATION OF APPOINTMENT:	6 months
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 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 Process Management unit coordinates the implementation of work programmes of constituted bodies and their panels and working groups and SDM inputs to, and support of, intergovernmental bodies.

Functions to be performed

The Team Assistant position is located within the Programme Management Unit (PMU) / Accreditation and Methodology Process Management (AMPM) sub-unit and reports directly to the supervisor Accreditation and Process Management. The incumbent shall provide secretarial and administrative support to AMPM, working under general instructions of the supervisor regarding work priorities. The functions of the Team Assistant include:

- Secretarial and administrative support
- Coordination of communication flows of the sub-programme
- Logistical support to workshops and other inter-sessional events

1. Provide general secretarial and administrative support to the sub-programme, ensuring all official documentation and correspondence is prepared, edited and formatted according to the UNFCCC style guides. Activities include but may not be limited to:

- Drafting routine correspondence, tables and graphs, formatting reports, official documents, and other UNFCCC correspondence, searching for relevant background material that may be needed for reply; preparing presentations using Power Point; preparing and sending faxes, letters and e-mail messages;
- Supporting the programme officers and chairs during panel and working group meetings, collecting and compiling submissions from entities (DOEs/AIEs), 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 stakeholders;
- Monitoring the status of documents throughout the editing process, following up to ensure they are processed within deadlines;
- Proof-reading and checking correspondence, reports, statistical tables and other documents for accuracy, format, spelling, grammar, attachments and addresses;

- Taking notes and preparing draft minutes at meetings;
- Making travel arrangements for professional staff members based on UN Rules and Regulations, preparing travel requests and claims; providing the certifying officer with the relevant information and supporting documentation.

2. Coordinates the communication flow of the sub-programme, ensuring the timely dissemination of routine information both within and outside the sub-programme. Activities include but may not be limited to:

- Maintaining appointment schedules and contact lists;
- Placing and screening telephone calls, responding to routine requests for information, receiving visitors;
- 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);
- Organizing telephone and video conferences, as requested.

3. Assists in ensuring the smooth organization and preparation of the logistical aspects of workshops and other inter-sessional events, in consultation with the Programme Administrative Team.

- Establishing and maintaining the Lists of Participants for workshops, meetings, and other related missions, and sending invitation letters, registration forms, visa information, as well as other information related to the event;
- Providing cost estimates for travel and daily subsistence allowance (DSA) for participants;
- In consultation with the Travel Unit, requesting and following up on travel arrangements for participants and staff members including visa requirements;
- Liaising with relevant units in SDM, Administrative Services and Legal Affairs on workshop-related administrative issues such as payment of DSA, finalisation of Memoranda of Understanding (MoUs); payment breakdown;
- Organizing and overseeing logistical support (appropriate workshop/meeting venue with the proper set up of offices, 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 Traveller Cheques);
- Posting presentations and e-documents on the web following the event.
- Monitoring exchange of documents with members, e.g. recommendations, responses, revised methods, reformatted documents;
- Preparing hardcopies and digital format of meeting documentation for panel members.

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 back up functions and orientation/training to new staff.

Requirements

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

Education: Completed secondary education. Formal course/training in secretarial, clerical, administrative and/or operational service areas an asset.

Experience: At least four (4) years relevant experience working in an office support function carrying out secretarial/team assistant and/or clerical duties. Experience in the logistical support to meetings and workshops is highly desirable. Experience in an international environment is an asset.

Specific professional knowledge: Excellent knowledge of Microsoft Office Packages, including advanced features in MS word and excel. Knowledge of HTML highly is desirable. Experience working with databases is highly desirable.

Job-related skills: Ability to work accurately giving attention to detail and with minimal supervision, ability to work well in a team, organizational skills,

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

To apply

Candidates, whose qualifications and experience match the requirements, 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.**