



VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Programme Support and Coordination (PSC)

VACANCY ANNOUNCEMENT NO:	VA 14/008/SDM
PUBLICATION/TRANSMISSION DATE:	20 January 2014
DEADLINE FOR APPLICATION	18 February 2014
TITLE AND GRADE:	Team Assistant (G-4)
POST NUMBER:	CDM-2933-V570-G4-001
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 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 Programme Support and Coordination (PSC) team supports the office of the Director (OD) on issues related to skills development, finance, management of human resources, management of information and regulatory documents.

Responsibilities

The Team Assistant position is located in the Programme Support & Coordination unit of the Sustainable Development Mechanisms (SDM) programme. Reporting directly to the Team Lead PSC (P4), s/he provides secretarial and administrative support to the PSC team lead and PSC sub-units. The functions of the Team Assistant include:

1. Provision of secretarial and administrative support
 2. Assistance in updating databases and relevant sections of SDM intranet.
 3. Provision of logistical support to meetings and workshops
1. Provides general secretarial and administrative support to PSC Team Lead and PSC sub teams. Activities include but may not be limited to:
 - Arranging meetings, taking notes and preparing draft minutes at meetings;
 - Drafting routine correspondence, typing reports, preparing tables and graphs, preparing presentations using PowerPoint;
 - 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);
 - Maintaining team lead's calendar and group unit calendars;
 - Maintaining appointment schedules and contact lists for the PSC Team lead.

2. Assistance in updating databases and relevant sections of SDM intranet. Activities include but may not be limited to:
 - Updating/adding information on databases;
 - Uploading documents;
 - Updating information files on SharePoint;
 - Ensuring the accuracy of data, including that documentation submitted is in accordance with applicable procedures.

3. Provides logistical support to meetings, and workshops, including technical and generic training courses. Activities include but may not be limited to:
 - Making arrangements for workshop/meeting venue with the proper set up of offices and meeting rooms and office equipment,
 - Organizing transportation services and hospitality arrangements;
 - Preparing, compiling and distributing necessary documents and background papers.

Requirements

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

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

Experience:

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

Specific professional knowledge:

- Good knowledge of office technology such as MS office package especially Word and Excel, as well as experience with Internet use and e-mail application;
- Experience with SharePoint is highly desirable.

Language requirements: Fluency in English, written and spoken essential. Working knowledge of another United Nations language an asset.

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 31,898 plus other UN benefits as indicated in the link below:**

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>