



VACANCY ANNOUNCEMENT

Team Assistant, G-4 Means of Implementation Division Technology Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
24 March 2024 23:59 hrs CET	VA 24/010/MoI	As soon as possible	one year with possibility of extension	Bonn, Germany

Publication date: 23 February 2024 Post number: 30522204, Funding 40FCA

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 Technology Subdivision, which supports work on technology development and transfer to enable the enhanced implementation of the Convention and the Paris Agreement.

Under the supervision of the Team Lead, Support and Implementation Unit, the incumbent provides administrative support to the supervisor and the programme officers assigned to the subdivision, 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. Performs 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. Researches, compiles and organizes information and reference materials from various sources for reports, briefings, meetings/conferences etc.; assists in the preparation of presentation materials;
 - c. 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;
 - d. 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;
 - e. Proofreads and checks completeness of official documents, reports, statistical tables and edits texts for accuracy, grammar, punctuation and for adherence to UNFCCC editorial and correspondence style guide;



- f. Takes notes and prepares draft minutes at meetings; and
- g. 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. Coordinates 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 and emails; 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. Operates internal and external databases, web interfaces and/or workflows and ensures the accuracy/completeness of data;

- a. Maintains internal and/or external databases, web interfaces and/or workflows;
- b. Performs data entry and extraction functions;
- c. Ensures that information and documentation is made available to relevant audiences (internal/external) in accordance with applicable procedures;
- d. Generates a variety of standard statistical and other reports, work orders, etc., using various databases;
- e. Uploads/updates relevant sections of the interfaces and websites of the team;
- f. Assists in coordinating software and office equipment support.

4. Provides 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 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.

5. 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.

Your qualifications

Educational Background

Required Completed secondary education.

Asset: Formal education/training as secretary an asset.

Experience

Required: At least four year of work experience carrying out office support functions related to the ones of the position.

Language skills

Required: Fluency in written and spoken English

Asset: Working knowledge of German and/or United Nations languages 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 will 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 40,119 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.
