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**VACANCY ANNOUNCEMENT**  
**SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**  
**Strategy, Collaboration, and Communication (SCC) Unit**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 14/060/SDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>31 July 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>29 August 2014</b>
<b>TITLE AND GRADE:</b>	<b>Team Assistant (G-4)</b>
<b>POST NUMBER:</b>	<b>CDM-2933-V560-G4-002</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>

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### **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 Sustainable Development Mechanisms (SDM) programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Strategy, Collaboration, and Communication (SCC) unit is responsible for the following activities, inter alia, in relation to market-based mechanisms: planning, coordinating, and reporting on the secretariat's strategy development work; servicing the intergovernmental negotiations; supporting the effective participation of stakeholders; and conducting communication and outreach activities.

### **Responsibilities**

The Team Assistant position is located in Stakeholder Capacity Building (SCB) sub-unit. The SCB team is responsible for the management of the Regional Collaboration Centres (RCCs) Initiative which provide on-site direct support to CDM stakeholders. The RCCs assist in the identification of projects, the development of standardized baselines and the organization of capacity building events. These activities are helping the CDM development regionally and generating important data and information about the mechanism.

Under the direct supervision of the of the Team Lead of the Stakeholder Capacity Building Team (SCB), and general guidance of the Manager, Strategy, Collaboration and Communication, the incumbent provides secretarial and administrative support to the team lead and the programme officers assigned to the team, working under general instructions regarding priorities of work. The functions of the Team Assistant include:

- Secretarial and administrative support
  - Coordination of communication flows of the sub-programme
  - Specific support of activities of the SCB team and Regional Collaboration Centers (RCCs) worldwide
1. **Provides secretarial and administrative support by**
    - Drafting routine correspondence, typing reports, official documents, and other UNFCCC correspondence, searching for relevant background material, which may be needed for reply; preparing presentations using Power Point;

- Proof-reading and checking correspondence, reports, statistical tables and other documents for accuracy, format, spelling, grammar, enclosures and addresses, sending faxes and electronic mail;
  - 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);
  - Typing various administrative forms including travel requests and travel claims of professional staff;
  - Obtaining supporting documentation and information from consultants/contractors and others; typing terms of reference and other relevant documents, and following up on their processing;
  - Taking notes and preparing draft minutes at meetings;
  - Maintaining appointment schedules and contact lists.
2. **Coordinates of communication flows of the sub-programme by**
- Monitoring the Customer Relationship Management (CRM) system and ensuring that queries are replied by substantive officers;
  - Posting relevant documents on the RCC Sharepoint site;
  - Distributing to staff in the SCB team and RCCs relevant information;
  - Maintaining or creating e-mails lists in collaboration with the Information and Knowledge Management unit (IKM).
3. **Support to SCB team and Regional Collaboration Centers (RCCs) activities by**
- Providing logistical support to RCC missions and assignments, monitoring visits, meetings and workshops;
  - Requesting and following up on travel arrangements for staff members assigned to RCCs and participants travelling to meetings, in liaison with relevant units in-house;
  - Collecting financial information sent by the RCCs and compiling it in a reporting format for internal circulation;
  - Updating databases relating to RCC operations and ensure the accuracy of data;
  - Revising on a regular basis and/or when required, the RCC administrative and travel manuals to ensure adherence to UNFCCC administrative guidelines;
  - Preparing Expenditure Request Forms (ERFs) and monitoring work of staff assistants in RCCs.
4. Performs any other job related activity as required, 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 education/ training as secretary an asset.

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

**Specific professional knowledge:** 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.

**Job related skills:** Good communication skills in order to deal with a variety of stakeholders; very good organizational skills.

**Language requirements:** Fluency in written and spoken English. Working knowledge of other UN languages 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: Being accountable, communicating with impact, being responsive to clients and partners.

**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>