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**VACANCY ANNOUNCEMENT**  
**MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME**  
**Non-Annex I Support (NAIS)**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 14/079/MDA</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>07 November 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>06 December 2014</b>
<b>TITLE AND GRADE:</b>	<b>Programme Assistant, G-5</b>
<b>POST NUMBER:</b>	<b>FCA-2924-G5-009</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</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 Mitigation, Data and Analysis programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments. MDA is also responsible for the substantive support of the international transaction log and registry systems under the Kyoto Protocol.

### Responsibilities

The Programme Assistant post is located in the National Communications Support (NCS) Unit of the NAIS sub-Programme. The non-Annex I Support (NAIS) sub-programme consists of four units: (1) National Communications Support (NCS), (2) Nationally Appropriate Mitigation Actions (NAMA) & Registry, (3) International Consultations and Analysis Support (ICAS) and (4) Response Measures Unit. National Communications Support (NCS) unit is accountable for advice, programme planning, resource management and technical leadership to developing countries (non-Annex I) in national communications and nationally appropriate mitigation actions (NAMAs) analysis and training as well as support to their adaptation activities. Reporting to the NCS Team Lead, the incumbent is accountable for programme and logistical support to the unit. The key results expected are:

- Programme Support
- Logistical Support
- Documentation Management

1. Ensures programme support to national communications (NC) processes for Annex I Parties under the Convention and the Kyoto Protocol:

- a. Responsible for the administrative preparation and implementation of the activities related to compilation and synthesis of national communications for non-Annex I Parties, involving extensive liaison with the government focal points;
- b. Conducts independent research for relevant background material, essential in ensuring that comprehensive and accurate information is available as required;
- c. Prepares the publication of the compilation and synthesis reports including the research for relevant information on the key milestones in the information tracking system;
- d. Updates the information tracking system in consultation with the NAIS/NCS Team Leader; formulates requirements and assists in drafting specifications for upgrades of the information tracking system;

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- e. Manages the relevant parts of the records management system; and
  - f. Responsible for tracking of follow-up dates and deadlines for response or specific actions.
2. Ensures logistical support to staff and experts in collaboration with the PAT Travel Assistant:
    - a. Organizes and coordinates travel arrangements for experts meetings and workshops;
    - b. Makes logistical arrangements, contacting participants, arranging hotel reservations, initiating travel requests and maintaining the participants' travel arrangements in liaison with the Programme's travel focal point and the central Travel Unit to conduct follow-ups to ensure completion of related travel arrangements within timeframe requirements;
    - c. Monitors the relevant budget expenditures, comparing expenditures with approved budget allocations to ensure maximum cost savings; makes recommendations as required; and
    - d. Organizes the payment of DSA.
  3. Ensures the timely preparation of reports and documents for conferences and meetings:
    - a. Compiles, analyzes and summarizes background materials and information for use in the preparation of reports and official documents; and
    - b. Establishes and maintains relevant filing systems.
  4. Representation/Communications:
    - a. Serves as focal point for administrative coordination of the national communications process, involving extensive liaison with Administrative Service units, Conference Affairs and national focal points to exchange specialized and routine information, monitor and follow up on deadlines and ensure timely logistical arrangements for meetings and workshops.
    - b. Independently responds to a wide range of requests for specialized administrative information, both inside and outside the secretariat.
  5. Performs any other job related activity required to achieve the goals and objectives of the team, the sub-Programme, the Programme or the Secretariat.

### **Requirements**

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

**Education:** Completion of secondary education is required; administrative and/or secretarial training is an asset.

**Experience:** At least five (5) years relevant experience performing support functions is required, including providing logistical support to meetings and workshops, establishing and maintaining programme filing systems, compiling background documentation and maintaining database information systems. Experience at the international level supporting intergovernmental processes and/or international conferences, is desirable.

**Specific professional knowledge:** Thorough knowledge of office technology such as MS Office package including MS Word, Excel, PowerPoint and Project as well as experience with Internet use and email/calendar/task management systems (Lotus Notes or Outlook) is essential. Experience in maintain web pages and knowledge in using software for tracking and sharing information such as SharePoint is desired.

**Job-related skills:** Ability to work with sensitive information in a professional and confidential manner; paying attention to detail and ability to work independently and to tight deadlines.

**Language requirements:** Fluency in written and spoken English. Working knowledge of another UN language is 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: Professional expertise; being accountable; communication with impact; being responsive to clients and partners; working with teams.

**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 36,042 plus other UN benefits as indicated in the link below:**  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>