



TEMPORARY JOB OPENING

Staff Assistant, G-5
Mitigation Division
Implementation Coordination Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
12 May 2024 23:59 hrs CET	24/TJO7/M	As soon as possible	364 days with possibility of extension	Bonn, Germany

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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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Coordination Regional Collaboration Centers unit (CRCC) of the Implementation Coordination subdivision of the Mitigation division.

CRCC establishes, manages and strengthens relationships and partnerships with external stakeholders, including key regional stakeholders and partners, to strengthen the use of the mechanisms and their integration in national climate policy. The unit is responsible for the management of the regional collaboration centres (RCCs), including RCCs overall administration, strategic and technical development, workplan development, communications, relationship management with hosting partners and stakeholder engagement.

What you will be doing

Under the general guidance of the Manager of the Implementation Coordination subdivision (P-5), and reporting to the CRCC Team Lead (P-4), the incumbent will provide organizational and administrative assistance to CRCC staff and support the operation and administration of the RCCs.

Your responsibilities

Particular activities will include:

1. Provide administrative and logistical support to CRCC:

- Coordinate the CRCC's administrative activities which involves extensive liaison with diverse organizational units to initiate requests, obtain and follow-up on administrative actions, e.g. recruitment and appointment of personnel, travel arrangements and follow-up on official missions, authorization of payments, disbursement of funds, procurement of equipment and services, launch and announcement of calls for input and campaigns, etc.;



- Reviewing, recording, distributing and processing incoming mail and correspondence; following-up on pending actions; preparing draft responses to a wide range of correspondence and other communications;
- Carrying out quality control functions for outgoing documents; proofreading texts for adherence to agreed format, grammar, punctuation and style; making arrangements for formal editing, translation, etc., of documents and publications;
- Establish and maintain a unified, efficient filing system (both paper and electronic); reviewing the efficiency of office procedures and make recommendations for improvements
- Coordinating office support services for meetings, trainings, seminars, committees, and special projects and events; preparing minutes, monitoring follow-up activities;
- Providing logistical and administrative support to conferences and workshops, including sending invitations, procuring venues and related services (e.g. catering, AV equipment, interpretation, etc.);
- Screen requests for appointments with team members and maintaining team's calendar.
- Training new staff to relevant administrative procedures and practices and providing general assistance as required.

2. Support the administration and smooth operation of the RCCs:

- Support the organization of regular calls and meetings of the RCCs', including timely preparation and circulation of agendas, documents and minutes;
- Support communication and information sharing between RCCs;
- Acting as power user of Customer Relationships Management (CRM), Share Point (SP) and Content Management System (CMS).
- Coordinating drafting and revision of Memorandum of Understanding (MoU) process between parties;
- Provide assistance in the effective use of the SharePoint systems, as well as other similar knowledge-sharing and archiving systems developed for the use of the RCCs;
- Monitoring yearly budgets as well as external funds, overseeing expenditures, providing financial reports and draft documentation for financial transactions;
- Undertake procurement of hardware and shipping of goods and documents;
- Support editing and maintenance of RCC webpages;
- Support regular update and maintenance of the RCC filing system.

3. Support communication activities of CRCC and RCCs

- Support editing and maintenance of CRCC intranet page and RCC webpages;
- Support the drafting and release of RCCs newsletters;
- Assist the preparation of written content for blogs, media and other platforms to increase the visibility of the work of the RCCs;
- Assist the preparation of targeted social media campaigns and social media products such as postcards, videos, etc.;
- Maintaining media contacts data, subscriptions renewal and publications.

4. Performs any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.



Competencies

Applying Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information, Demonstrates a willingness to improve linguistic abilities and communication skills; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Required: Completed secondary education. Formal secretarial or other related training is an asset.

Experience

Required: At least five (5) years relevant working experience carrying out functions as a Secretary, Personal or Team Assistant, some of which should have been in an international environment. Experience in using SharePoint and other electronic communication software is highly desirable.

Language skills

Required: Proficiency in English (written and spoken) is required.

Advantage: Working knowledge of German and/or another United Nations language is 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 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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
3. 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.
4. Indicative net monthly salary and allowances: EUR 3,743 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.
