



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

Programme Assistant, G-5
Finance, Technology and Capacity-building (FTC) Programme
Climate Finance Sub-programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 September 2019 23:59 hrs CET	19/TA23/FTC	As soon as possible	6 Months	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 historic 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.

The Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, and capacity-building to enable enhanced action by Parties related to climate change.

Where will you be working

Under the direct supervision of the Team Lead and general guidance of the Manager of the Climate Finance subprogramme, you will provide a range of programme and administrative functions related to climate finance policy and analysis. You will carry out a range of tasks, including processing of information on climate finance, providing support in the development and maintenance of climate finance databases and related information management tools; and providing programme support to the Manager.

You will have the following responsibilities:

1. Processing information on climate finance:

- a. Extracts and records financial information on support needed and received from national reports of developing country Parties, inter alia, national communications, biennial update reports, nationally determined contributions, national adaptation plans and verifies data to ensure that accurate and timely information is provided to the Manager and the Team Lead;
- b. Records data on climate finance flows from other reports of developed and developing country Parties, reports of the Operating Entities of the Financial Mechanism, reports of multilateral developments banks, OECD statistical system, and other relevant databases;
- c. Supports the sub-programme with identification and extraction of relevant data on means of implementation from national reports and other relevant documents submitted to the UNFCCC secretariat as well as other external relevant reports and databases;
- d. Generates reports and prepares statistics on climate finance and capacity-building data including charts and graphs as required.

2. Development and maintenance of climate finance databases and information management tools:



- a. Assists in the development and maintenance of centralized database for recording and processing data on climate finance for use in the preparation of biennial assessment and overview of climate finance flows as well as data on needs for use in the report on the determination of needs of developing countries related to the implementing of the Convention and the Paris Agreement, and other relevant technical reports;
- b. Creates and maintains working space in the SharePoint site to facilitate data analysis and drafting processes in the preparation of technical reports;
- c. Supports the identification of improvements and implementation of updates in the modules in the climate finance data portal;
- d. Verifies and uploads data sets from national reports and the reports of the Operating Entities of the Financial Mechanism in the climate finance data portal;
- e. Develops and maintains online registration systems for participants in the meetings of the Parties, workshops, and technical meetings organised by the sub-programme;
- f. Leases with ICT and other relevant programmes to resolve issues/problems related to information management tools utilized by the sub-programme;
- g. Provides user-support, guidance, and training to internal and external users of the centralised database, online registration system, working space in the SharePoint site, and other information management tools utilized by the sub-programme and the Unit;
- h. Supports the implementation of information management projects entrusted to the sub-programme, especially projects aimed at enhancing access to information on support provided to developing countries and improving processing of online registration.

3. Administrative support:

- a. Drafts and types correspondence and other outgoing communications; uses MS Word and Excel to produce a variety of complex documents, reports and speeches; generates statistical tables according to the requirements of the Manager; research, compiles and summarizes background material for use in the preparation of reports, briefs, speeches;
- b. Advising team assistants in the sub-programme with regard to the preparation of correspondence for the signature of the Manager; carries out quality control functions for outgoing correspondence and documents by proofreading and editing texts for adherence to format, grammar, punctuation and style;
- c. Responds to information requests and inquiries; prepares and process confidential information; assists in the preparation of presentation material using PowerPoint;
- d. Maintains calendars/schedules for the Manager and monitors changes; communicates relevant information to appropriate staff inside and outside the office; organizes meetings of the Manager with staff, take minutes and assist the Manager in follow-up actions resulting from meetings;
- e. Receives, records and reviews all incoming correspondence; identifies material requiring immediate action attaching background material; circulates documents/information material received ensuring smooth and efficient information flow within the sub-programme and assists the Manager in further enhancing information flow as required;



- f. Makes travel arrangements for the Manager and Team Leader (e.g. travel requests, hotel reservations, expense claims, vouchers, etc.);
- g. Provides assistance to the Manager during the Conference of the Parties, subsidiary body meetings or working groups; maintains a comprehensive record of meeting documents; responds to requests for information from delegates.

Which are the core competencies

Applying Professional Expertise. This core competency is about demonstrating an ability to work in a competent and committed manner: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Delivering results. This core competency is about the ability to produce and deliver quality 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.

Working with Teams. This core competency is about the ability to develop and promote effective relationships with colleagues and team members. 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

What are we looking for

Educational background

Required: Completed secondary education.

Asset: Formal training in administrative/secretarial or commercial services is an asset.

Experience

Required: At least five (5) years of relevant experience carrying out functions in general secretarial and administrative support with demonstrated experience in data collection (extracting, recording and verifying data), information processing and management. At least one year of working experience in an international environment. Experience must include multiple years working with databases, web-based applications (ideally SharePoint) and other electronic communication software.



Asset: Experience in supporting the development and maintenance of databases is an asset. Experience in supporting meetings/workshop.

Language skills

Required: Fluency in spoken and written English.

Asset: Knowledge of a second official UN language. Working knowledge of German.

Specific professional knowledge and skills:

Required: Thorough knowledge of office technology such as MS office package (Word, Excel, PowerPoint), Internet and e-mail application.
Excellent quantitative and qualitative information processing skills;
Excellent coordination and information management skills, and attention to detail;
Ability to communicate and coordinate effectively
Ability to work independently and to tight deadlines.

Desired: Knowledge in using software for tracking and sharing information, such as SharePoint.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the 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>.

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. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. 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 monthly salary: Euro 3,097 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>