



TEMPORARY JOB OPENING

Programme Assistant, G-6
Mitigation Division
Regulatory Framework Implementation Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 June 2024 23:59 hrs CET	24/TJO16/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.

This position is located in the **Mitigation division**, which supports Parties to facilitate, catalyze and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

What you will be doing

Under the general guidance of the Manager, Regulatory Framework Implementation (RFI) subdivision, and reporting to the Team Lead, Methodology unit, the incumbent supports the work of the team dealing with the development of regulatory guidelines, standards and policies relevant to mitigation actions and removals including the technical assessments of activities submissions. RFI provides substantive and technical input and advice to the constituted and regulatory bodies and provides support to the negotiation process to the Intergovernmental and Stakeholder Interaction subdivision

Key responsibilities:

- Performs procedural, process and administrative functions in support of the CDM Executive Board (EB) and its bodies, the Supervisory Body (SB) of Article 6.4 mechanism and its bodies including the respective panels and roster of experts;
- Coordinates the inputs of the panel members and roster of experts in relation to timelines and quality control of format and structure of the documents;
- Provides support to the work of the teams including meeting management and document preparation.



Your responsibilities

Particular activities will include:

- 1. Performing procedural, process and administrative functions in support of the CDM EB and its panels, Article 6.4 SB and its panels:**
 - a. Compile information and data on methodological issues for use in preparing documentation to facilitate the work of the team, panels or experts;
 - b. Coordinate the preparation, review and clearance process of documentation for consideration; prepares templates and addresses quality control of structure and format of the document, liaises with editors where necessary.
- 2. Carrying out research on issues of emerging concern in relation to the work of the teams and their mandate:**
 - a. Identify and accesses possible sources of existing information in official documents, publications, web sites, electronic libraries, etc. to screen and extract relevant facts and data;
 - b. Identify and contact internal and external stakeholders, in particular negotiators and officials from relevant specialized agencies, intergovernmental and non-governmental organizations as well as the private sector, to seek direct information and/or other relevant sources;
 - c. Support the team members to prepare terms of reference, presentations and discussion papers for meetings and workshops;
 - d. Consolidate, categorize and maintain background information and records on relevant issues, developing related databases and information systems and updating them accordingly;
 - e. Write summaries, notes and prepare information packages and presentations for possible use as reference in discussions and briefings with official bodies and internal and external target audiences and in secretariat web pages and databases;
 - f. Respond to internal and external queries on related issues.
- 3. Providing substantive and administrative input to the work of the teams:**
 - a. Liaise with clients and stakeholders and provide assistance on reporting requirements, guidelines, rules and procedures and ensure completeness and accuracy of data submitted;
 - b. Categorize, update and track data related to the Unit's projects, e.g. accounting/payment records, external expert resources records, outputs, resources utilized, etc;
 - c. Review established work processes, coordinate inputs; maintain and record data and information on workflow management;
 - d. Carry out periodic status reviews, identify issues and initiate requisite follow-up actions;
 - e. Draft correspondence, proposals and team contributions for a variety of periodic reports;
 - f. Liaise with diverse organizational units to initiate requests, prepare standard terms of reference, obtain necessary clearances, process and follow-up on administrative actions and resolve issues related to implementation, e.g. recruitment and appointment of personnel, travel arrangements, organization of and participation in training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, etc;
 - g. Prepare, maintain and update files (electronic and paper) and internal databases; design and generate a variety of periodic and ad-hoc reports, statistical tables, graphic content and other background materials and notes to facilitate inspection and other reviews.
- 4. Perform any other job-related activity required to achieve the goals and objectives of the secretariat.**

Competencies

Applying Professional Expertise: 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.

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. Formal secretarial or other related training is an asset.

Experience

Required: At least seven (7) years of relevant work experience carrying out functions as a secretary, office, personal or team assistant, preferably with some experience working in an international organization.

Language skills

Required: Proficiency in English (written and spoken) is required. Working knowledge of German an asset. Knowledge of another United Nations language desirable.

Specific professional knowledge and job-related skills:

Good knowledge of office technology such as MS office package (Word, Excel, PowerPoint), Internet and e-mail application; experience in using Sharepoint and other electronic communication software is highly desirable;

Ability to work independently, setting priorities and staying focused in a busy environment;

Ability to work with highly confidential information;

Ability to communicate effectively with internal and external stakeholders.

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>

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 4,192 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.
