



## VACANCY ANNOUNCEMENT

**Programme Assistant, G-5**  
Means of Implementation Division  
Climate Finance Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
28 July 2024 23:59 hrs CET	VA 24/045/Mol	As soon as possible	1 year with possibility of extension	Bonn, Germany

Publication date: 12 July 2024 Post number: 31055516, Funding: 32FRA

**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 Means of Implementation Division and more specifically in the Climate Finance subdivision, which supports climate finance work to enable enhanced implementation of the Convention and the Paris Agreement, which will be the priority for the biennium.

### **What you will be doing**

Under the supervision of the Team Lead, Loss and Damage Finance and Adaptation Finance Unit you will provide administrative support to the supervisor and the programme officers assigned to the sub-division, coordinates communication flows of the team, operates databases, interfaces and workflows, ensures the accuracy of data; and provides logistical support to meetings and workshops.

### **You will have the following main responsibilities:**

#### **1. Performing a wide range of office support, secretarial and administrative functions:**

- a. Responds and drafts routine correspondence and other communications; produces a wide variety of large complex documents and reports, makes final formatting of reports, official documents, and other UNFCCC correspondences;
- b. Supports the programme officers by preparing briefing handbooks and documentation for meetings, collecting and compiling submissions, preparing lists and collecting relevant information, sending draft documents to relevant focal points for in-house circulation and pre-editing, incorporating requested changes by editors and responding to requests for information;
- c. Monitors processes and timelines related to the unit's outputs or tasks; assists in the verification of submitted or outgoing documents for approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements; follows up to ensure they are processed within deadlines;
- d. Takes notes and prepares draft minutes at meetings; and



- e. Performs general administrative tasks (e.g. arrangements for meetings and events, reservations, budget follow-up, etc.), including preparing and/or processing administrative requests/documents (e.g. travel requests, expenditure authorizations etc.).

## **2. Coordinating the communication flow of the team:**

- a. Ensures the timely dissemination of routine information both within and outside the team;
- b. Maintains appointment schedules and contact lists, monitors changes and communicates relevant information to appropriate staff.
- c. Responds to routine requests for information, receives visitors;
- d. Reviews, records and routes incoming mail; responds to moderately complex information requests and inquiries and as necessary refers inquiries to appropriate personnel for handling; and follows-up on impending actions according to deadlines and priorities;
- e. Maintains office files, archives and records system (both paper and electronic);
- f. Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing, editing and translation as necessary; coordinates shipment arrangements, courier services, as necessary
- g. Organizes phone and video conferences as requested.

## **3. Providing logistical support to meetings and workshops:**

- a. Provides logistical support to meetings and workshops;
- b. Establishes and maintains participants database/lists;
- c. Requests and follows up on travel arrangements, including visa requirements, for participants and staff members;
- d. Works closely with staff in the Conference Affairs Services division to organize meetings and workshops, set up of meeting venue, office equipment, transportation services, registration, and document distribution, to make hospitality and local staff arrangements, etc.;
- e. Posts presentations and e-documents on the web following the event.

## **4. Performs any other job-related activity required to achieve the goals and objectives of the Department/division.**

### **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 Accountable:** Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

**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.

**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**

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Completed secondary education or its equivalent.

#### **Experience**

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At least five (5) years of experience in providing programme support functions relevant to the functions of the post such as collecting data, processing information, information management, and working with databases. Previous experience in organising meetings and workshops would be an asset. Experience in document formatting is an asset.

#### **Language skills**

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Fluency in English, written and spoken. Knowledge of another United Nations language desirable. Working knowledge of German an asset.

#### **Specific professional knowledge and skills**

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Proficiency in Microsoft packages, including excel and word. Knowledge of data portals, databases and electronic communication software gained through applying these tools. Knowledge of climate finance and/or capacity building databases is desirable. SharePoint experience would also be an asset. Attention to detail and good organisational skills are required.

#### **Excellent coordination and communication skills**

Ability to collaborate effectively with the team members and with other teams;  
Proficiency at working in a Windows environment, especially with regards to Word and Excel and in utilizing internet resources;  
Knowledge of a style guideline/template for formatting official documents;  
Attention to details.

### **What is the selection process**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

### **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 permit to reside and work in Germany, without restrictions, 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. 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 44,919 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.

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