



## **Announcement for Consultancy (Individual Contractor)**

Individual Contractor – Administration Officer RCC Latin America  
**Mitigation Division**

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
06 January 2025 23:59 hrs CET	24/CON09/M	20 January 2025 or As soon as possible	Six months with possibility of extension	Panama City, Panama

Publication date: 23 December 2024

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 by a range of activities, including substantive and organizational support to meetings of the Parties.

Within the UNFCCC secretariat, the Regional Collaboration Centres (RCCs) is operationally coordinated by the Mitigation division in the Coordination Regional Collaboration Centers Unit. The UN Climate Change RCCs support national climate action through capacity-building, technical assistance, and strategic networking – sourcing know-how and resources to help developing countries participate in addressing climate change.

The RCC Latin America was established in 2013 and is the UN Climate Change and UN Environment Programme regional collaboration centre based in Panama.

### **Purpose**

The contractor will be responsible for providing financial and administrative support to the RCC Latin America under the guidance of the RCC Latin America lead, in particular to coordinate and deliver the administrative tasks as well as liaising between Bonn and the office in Panama.

### **Tasks**

The incumbent is expected to:

#### **1. Administrative and Operational Support**

- Coordinate administrative activities for RCC Latin America, including initiating requests, obtaining and following up on administrative actions.
- Serve as a focal point with Legal Affairs, Conference Affairs, PATs, and HR for MoUs, recruitment, financial authorization, personnel appointments, travel arrangements, official missions, payments, funds disbursement, procurement, etc.
- Assist RCC staff with standard processes such as travel requests, time reporting, and contract issues.
- Respond to general information requests and enquiries;
- Reviews, logs and routes incoming correspondence; follows up on pending issues;
- Arrange team meetings, drafting reports and tracking follow up activities;
- Identify and support official missions that require internal collaboration.
- Act as focal point for logistical and administrative support for RCC Latin America office, workshops, and side events, including administrative preparations for meetings, venue selection,



budget control, contracting, on-site services, etc. related to Climate Weeks, COPs and other events on demand.

- i. Support administrative preparations for meetings (venue selection, budget control, contracting, on-site services etc.) with various divisions in the secretariat and external counterparts; ensure that such preparations are implemented on a timely basis; send out invitations to participants, coordinates their travel, ensures DSA distribution and visa arrangements; liaises with speakers, and ensures all administrative requirements relating to their participation are met;
- j. Prepare conference-level documents, including spell-check, formatting and compiling of official documents; coordinates the approval process and supports the drafting of agendas and reports;

## **2. Monitoring and Reporting Support**

- a. Maintain an efficient electronic filing system in TEAMS, update the dashboard, SharePoint, and related platforms.
- b. Enter information into databases and perform procedural steps through electronic web interfaces, ensuring accurate entry of information.

## **3. Contributing to the design and implementation of RCC Panama activities:**

- a. Compile, summarize, and present basic information/data on specific related projects, including preparing initial drafts on articles and reporting of the activities of the teams for internal communications purposes;
- b. Research relevant background materials;
- c. Enter information into databases and perform procedural steps through electronic web interfaces; ensure the accurate entry of information, including checking that information submitted is in accordance with applicable procedures;
- d. Assist in the development and maintenance of internal collaborative resources and drafting of the bi-monthly newsletter.

## **4. Additional Responsibilities**

Perform any other job-related activities required to achieve the goals, objectives and workplan of the RCC Latin America, division, or the secretariat, including providing backup functions and substantive work for other team members.

## **Outputs**

Output	Date	Performance indicators
Recruitment and onboarding of new consultant and intern positions through UNFCCC.	Ongoing	New consultants and interns are fully onboard
Support to update and implementation of the 2025 RCC Workplan taking in account the regional needs and synergies with the Partners	Ongoing	RCC LatAm Workplan for 2025 is fully supported and implemented
Provide logistical support in the delivery of the COP30, Climate Weeks and other relevant missions.	November	COP30 RCC Latam events and participation is duly delivered
Maintain all RCC databases up to date	Weekly	All databases are updated accordingly



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**Timeframe**

The individual contractor is expected to start on 20 January or as soon as possible and end by 18 July 2025, for a planned total of 100 working days with possibility of renewal.

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**Duty station**

The individual contractor will work on-site at the RCC Latin America office in Panama City, Panama and remotely from his/her place of living when needed.

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**Requirements**

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**Educational Background**

A first-level university degree (bachelor's degree) in accounting, finance or administration or a related discipline.

**Experience**

Minimum 2 years of experience in finance, budget, accounting, administration, or audit is required. Experience from supporting previous UN agencies is an asset.

**Job-related skills**

Excellent writing, editing and communication skills.

**Language skills**

Fluency in written and spoken English and Spanish at the native level is essential. Working knowledge of another UN language is an asset.

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**Competencies**

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**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.

**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.

**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



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to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

**How to apply:**

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>

**Please note:**

1. UNFCCC is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
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.

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