



## VACANCY ANNOUNCEMENT

**Programme Assistant, G-5**  
Transparency Division  
Information Hub, Data, Systems & Tools Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 June 2023 23:59 hrs CET	VA 23/058/T	As soon as possible	Two years 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 Transparency Division which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture and forestry, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis.

The post is in the Systems and Tools Unit of the Information Hub, Data, Systems & Tools Subdivision and reports to the Team Lead, P-4. The overall purpose of this subdivision is to provide overall coordination of all information technology related activities for the entire Transparency division, including the maintenance and enhancement of all existing systems, tools, applications and portals for the MRV system and the development and maintenance of new systems and tools for the ETF. In addition, it acts as the information hub and centralizes transparency information collection and analysis across the secretariat, including by providing policy briefs. It also provides overall coordination of negotiations on data and tools issues and supporting negotiations on MRV and ETF aspects.

The Information Hub, Data, Systems & Tools Sub-division consists of two units:

1. Information Hub, Data and Information Management Unit
2. Systems and Tools Unit

### **Your responsibilities**

Specifically, the Programme Assistant is responsible for:

1. **Ensuring programme support for the maintenance and enhancement of all existing information systems, tools, applications, portals and databases for the MRV system and the development and maintenance of the new information systems and tools for the ETF:**



- a. Supports maintenance, testing, enhancement and implementation of relevant existing information systems, tools, applications, portals and databases for the MRV system, ensuring timely availability and regular back-up, maintaining records, providing feedback, and communicating information to different stakeholders;
  - b. Assists in formulating requirements and in drafting technical specifications and testing various solutions for the existing and new IT tools; supports maintaining user accounts for the IT tools, and provides technical support to users;
  - c. Provides administrative and technical support for developing and maintaining the new IT tools for implementing the ETF;
  - d. Proposes, implements and updates administrative and logistical activities for application in the Systems and Tools Unit, to enhance the relevant work flows;
  - e. Conducts research on relevant background material and current practice in the Transparency division related to support for the maintenance of all information systems, tools, applications, portals and databases, including storing, maintaining, utilizing and enhancing the roster of experts and the reporting and review tools;
  - f. Identifies and provides administrative and logistical support to innovative approaches to promote the systems, tools, applications, portals and databases used for MRV system and ETF both internal and external to the secretariat.
- 2. Ensuring programme support for the reporting, review and multilateral consideration processes on Party submissions of biennial transparency reports (BTRs) under the Paris Agreement:**
  - a. Provides administrative support for review activities, involving extensive communication with the responsible government focal points, the technical experts and review officers;
  - b. Tracks the progress in organisation of the reviews and ensures that all logistical/administrative steps are taken on time in accordance with the standard operational procedures; provides feedback on the relevant steps of the standard operational procedures;
  - c. Collects and analyses relevant statistical data related to support for the review process, including storing, maintaining, utilizing and enhancing the roster of experts and the reporting and review tools;
  - d. Prepares the publication of the reports, including formatting the document following the relevant guidance for document preparation.
- 3. Ensuring logistical support to staff and experts in collaboration with relevant units of the secretariat:**
  - a. Coordinates invitation and registration for expert meetings, workshops, other inter-sessional events and in-country reviews; Provides technical and logistical support to the planning and implementation of technical events;
  - a. Makes logistical arrangements, contacting participants, arranging hotel reservations, initiating travel requests and maintaining the participants' travel arrangements in liaison with the relevant units to conduct follow-ups to ensure completion of related travel arrangements within timeframe set;
  - b. Monitors the relevant budget expenditures, comparing expenditures with approved budget allocations to ensure maximum cost savings related to the logistical arrangements; makes recommendations, as required.
- 4. Ensuring the timely preparation of reports and documents for conferences and meetings:**
  - a. Compiles, analyses and summarizes background materials and information for use in the preparation of reports and official documents;



- b. Maintains filing and archiving system according to the UNFCCC or programme standards, as relevant.

#### **5. Representation/Communications:**

- a. Serves as focal point for administrative coordination of the processes, involving extensive liaison with the Administrative Services, Human Resources, and Information and Communication Technology division, the Conference Affairs division, and national focal points to exchange specialized and routine information, monitor and follow up on deadlines and ensure timely logistical arrangements for meetings and workshops.
- b. Responds independently to a wide range of requests for specialized administrative information, both inside and outside the secretariat.

- 6. Performing any other job-related activity** required to achieve the goals and objectives of the team, the sub-division, the division or the secretariat, including administrative and logistical support to the other transparency related processes.

#### **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.

**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 training or studies in computer science or information technology would be an asset.



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**Experience**

**Required:** At least five (5) years of progressively responsible experience carrying out functions in general secretarial and administrative support together with demonstrated experience in providing technical support to information systems, tools, databases, web-based applications and other electronic communication software.

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**Language skills**

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

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**Specific knowledge and Job-related skills**

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.

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**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 particular post.

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**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. 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 42,700.

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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