



TEMPORARY APPOINTMENT
CONFERENCE AFFAIRS SERVICES (CAS) PROGRAMME
External Relations Unit

ANNOUNCEMENT NO:	14/TA03/CAS
PUBLICATION DATE:	11 February 2014
DEADLINE FOR APPLICATION	25 February 2014
TITLE AND GRADE:	Data Entry Assistant (G-3)
INDICATIVE MONTHLY NET SALARY:	Euro 2,415 net, plus UN benefits and pension fund
DURATION OF APPOINTMENT:	March 2014 to 31 December 2014
DUTY STATION:	Bonn, Germany

Background

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.

The Conference Affairs Services programme provides comprehensive conference services for all sessions of the UNFCCC Convention and Kyoto Protocol bodies, as well as meetings and workshops organized in the intergovernmental climate change process. These services include conference and working facilities allowing for up to 10,000 participants; liaison with Parties, Observer States, IGOs and NGOs; security and protocol arrangements; registration of participants to sessions and meetings; travel arrangements for participants from Parties eligible for funding; planning and editing of parliamentary documents; and coordination of document registration, translation, reproduction, dissemination and storage.

The External Relations Unit of Conference Affairs Services is responsible for external relations and protocol services to Parties and Observer States. Manages the Trust Fund for Participation and makes travel arrangements for participants from Parties eligible for funding. Manages visa arrangements and plans and conducts the registration and accreditation of participants to sessions of the Convention bodies, workshops and meetings.

Functions to be performed

Under the overall supervision of the External Relations Officer (P-4) and under the direct supervision of the Registration Assistant (G-4) the incumbent (a) provides general computer-based support related to the processing of information, ensuring smooth electronic process in the online registration system, and updating information in data base on a regular basis on participants to the meetings of the Convention bodies, as well as workshops, consultations and other sessions related thereto, (b) assists in preparing for and participating in the registration process before and during the meetings/workshops, and (c) acts as the backup person in Registration in the absence of the Registration Assistant.

1. Data Entry

Assists the Registration Assistant to process information received from participants in such a way that accurate information can be easily retrieved and formatted into various reports by:

- Sorting, archiving and maintaining data storage for the database systems, and in diagnosing, verifying and correcting errors, where necessary.
- Extracts data as instructed, and researches data on intranet, Internet and other shared resources; maintains large distribution lists used in conjunction with the work.
- Sorting and filing accreditation letters and other registration forms;

- Preparing, producing, and classifying badges;
 - Assisting in the preparation of lists of participants for various meetings;
 - Based on additional and/or corrected information provided by participants, processing additions/corrections in the Contact database;
 - In relation to the online registration process matching participants, researching on suspended participants and confirming visas;
 - Processing and filing documentation of registration/nomination in co-operation with knowledge management;
 - Assisting in computer training and guidance given to temporary conference help desk clerks
2. Workshops
Assists with the processing of workshop related requests, and other external relations support from programmes and Parties by:
- Producing workshop badges and liaise with the programmes as necessary;
 - Maintaining catalogue of badges produced; and
 - Maintaining catalogue of List of Participants.
 - Reviewing accuracy and completeness of participant's profile prior to merging information.
3. Communication with Participants:
Assists in the dissemination of Notification to Parties and other UN specialized agencies by:
- Completing and transmitting template visa letters to participants attending meetings;
 - Transmitting meeting information to relevant participants via various modes of communication (e.g., computer-based fax software, standard fax machine, electronic and conventional mail).
4. Additional duties
Provides general secretarial office tasks, e.g., photocopying documents, papers and other material, faxing.

Requirements

(Only candidates who meet the essential requirements stated below will be considered.)

Education: Completed secondary education.

Experience: At least three years of relevant experience in an office support function. International experience is an asset;

Specific professional knowledge and job related skills The incumbent must be flexible, well organized and proficient in MS Office: Word, Excel, and Access.

Language requirements: Fluency in written and spoken English. Working knowledge of other United Nations languages and/or German is an asset.

To apply

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

Please note:

1. **This post is for local recruitment only. 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.**