United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTION AND MANAGEMENT (EDM) Programme

Office of the Executive Secretary

ANNOUNCEMENT NO:	**13/023/EDM**
PUBLICATION DATE:	**13 March 2013**
DEADLINE FOR APPLICATION	**11 April 2013**
TITLE AND GRADE:	**Team Assistant, G-4**
POST NUMBER:	**FRA-2911-V257-G4-001**
INDICATIVE YEARLY SALARY:	**Euro 31,898 plus UN benefits and pension fund**
DURATION OF APPOINTMENT:	**One year, with possibility of extension**
DUTY STATION:	**Bonn, Germany**
EXPECTED DATE FOR ENTRY ON DUTY:	**As soon as possible**

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 Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Responsibilities

The Team will work under the general supervision of the Momentum for Change Programme Officer and direct supervision of the Momentum for Change Project Assistant.

a. Provides support to the documentation and communication workflow and process:
   i. Assist in the maintenance of the Momentum for Change email account – reviewing and logging incoming messages, responding to routine enquiries and following up to ensure timely responses to incoming correspondence;
   ii. Distribute documentation to relevant stakeholders, e.g. advisory panel members, applicants;
   iii. Assist in the maintenance of the Sharepoint database, e.g. comprehensively recording project documentation, troubleshooting;
   iv. Support the Momentum for Change Lighthouse Activity focal points by providing information and documentation for the COP, social media and other events;
   v. Responsible for the membership issues for the Advisory Panel, including updating contact details, acquiring biographies and photographs of new members, sending relevant background documentation to new members, requesting updates of the panel member's webpage.

b. Assists in ensuring the smooth organization and preparation of the logistical aspects of meetings, webinars and other events. Activities include but may not be limited to:

   i. Requesting, preparing and following-up on travel arrangements for participants, including visa requirements, invitations and logistical information sheets for workshops in consultation with the Travel Unit;

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ii. Organizing logistical support (appropriate workshop/meeting venue with the proper set up of offices and meeting rooms and office equipment), transportation services and hospitality arrangements; requesting badges, registration, nameplates, booking meeting rooms, arranging webinars and telephone conferences, preparing registration pack for participants as well as arranging for the distribution and compilation of documents and background papers; arranging the disbursement of DSA to participants (e.g. by UNDP national offices, bank transfer or Travellers Cheques);
iii. Maintaining a comprehensive excel table with contact details and logistical information;

c. Provides general secretarial and administrative support, ensuring all official documentation and correspondence is prepared, edited and formatted according to the UNFCCC Editorial and Correspondence style guides. Activities include but may not be limited to:
   i. Drafting routine correspondence, tables and graphs, final formatting reports, official documents, and other UNFCCC correspondence, searching for relevant background material needed for replies; preparing presentations using PowerPoint; preparing and sending faxes, letters and e-mail messages;
   ii. Proof-reading and checking correspondence, reports, webpages, statistical tables and other documents for accuracy, format, spelling, grammar, attachments and addresses;
   iii. Note-taking and preparing draft minutes at meetings;
   iv. Performing other secretarial tasks as required, including maintaining appointment schedules and contact lists.

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

Education: Completed secondary education. Formal course/training in secretarial, clerical, or administrative service areas is an asset.
Experience: At least four (4) years relevant experience working in an office support function carrying out secretarial/team assistant and clerical tasks. Experience in an international environment is an asset.
Specific professional knowledge Good knowledge of office technology, such as MS office, especially Word, Excel, as well as experience with internet use and email. Experience in logistical support to meetings and workshops is desirable. Experience working with databases and Sharepoint is highly desirable. Excellent organizational and planning skills, very good writing skills.
Language requirements: Fluency in English. Working knowledge of other United Nations languages is an asset.

Expected competencies

Professionalism: Good understanding of the functions of the post.
Communication: Good communication skills (spoken and written), including ability to draft and edit standard correspondence.
Planning & Organizing: Good organizational skills and ability to handle work in an efficient and timely manner.
Client (service) oriented: Ability to meet time line for delivery of product or services.
Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment.
Technological Awareness: Fully proficient computer skills include the use of software packages such as Word (including document formatting), Excel, and other relevant software applications.
Commitment to continuous learning: Initiative and willingness to learn new skills.

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.**