



VACANCY ANNOUNCEMENT
EXECUTIVE DIRECTION AND MANAGEMENT PROGRAMME
Implementation Strategy Unit

VACANCY ANNOUNCEMENT NO:	VA 12/077/EDM
PUBLICATION/TRANSMISSION DATE:	16 October 2012
DEADLINE FOR APPLICATION	15 November 2012
TITLE AND GRADE:	Programme Assistant, G-5
POST NUMBER:	FRA-2911-V224-G5-003
INDICATIVE ANNUAL SALARY:	Euro 35,195 net, 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	1 March 2013

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 through 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 Programme Assistant's post is located in the Executive Direction and Management programme and more specifically in the Implementation Strategy Unit which is accountable for coordination of the secretariat's support to institutions, processes and delivery mechanisms under the Convention and to lead and coordinate support for the implementation of the Durban Platform for Enhanced Action. Under the direct supervision of the Manager, Durban Platform for Enhanced Action the incumbent carries out specific actions related to the preparation of UNFCCC official documents, provides administrative/secretarial support to the unit and acts as Focal Point for logistical and administrative arrangements of workshops, meetings and other activities.

1. Carries out specific actions related to the preparation of official UNFCCC documents, reports, briefs, speeches and presentation material by: keeping accurate lists and records of all submissions by Parties, compiling them in official UNFCCC documents, checking the accuracy of the wording, formatting them in accordance with the most recently available editorial guidelines; following up independently to ensure that submission deadlines are met; interacting with the Documents unit; using MS Word, Excel and PowerPoint to produce a variety of complex documents, reports and speeches and to generate statistical tables; researching, compiling and summarizing background material.

2. Provides administrative/secretarial support by: responding to complex as well as general information requests and enquiries; reviewing, logging and routing incoming correspondence; establishing and maintaining a unified, efficient filing system (both paper and electronic); making travel arrangements for all programme officers in the team, including hotel bookings and preparing travel authorizations and travel claims; ensuring that the information on the ADP websites is up-to-date; posting submissions and other relevant information.
3. Acts as focal point for the logistical and administrative arrangements of meetings, workshops and in-session activities of the ADP by: coordinating travel and visa arrangements of the participants; preparing all logistical arrangements; preparing the Memorandum of Understanding with all requirements; preparing all other related documents; organizing the contact groups and informal meetings; supporting the Co-Chairs, compiling their briefing books and providing secretarial assistance; preparing all logistical arrangements; preparing the Memorandum of Understanding with all requirements; maintaining a comprehensive record of meeting documentation; and responding to requests for information from delegates; supporting internal UNFCCC planning and coordination meetings organized by the ISU including making room bookings, checking availability of attendees, sending out invitations, circulating agenda and relevant documents.

Requirements

- Completed secondary education together with secretarial or other related training.
- At least five (5) years of progressively responsible experience relevant to carrying out the functions of the post, preferably in an international organization.
- Good computer skills, including knowledge of text processing (Word) and spreadsheet (Excel) software, experience with Internet use and email/calendar/task management systems (Lotus Notes or Outlook)
- Ability to work with sensitive information in a professional and confident manner; excellent communication skills both verbally and in written form; ability to use time efficiently to handle a variety of tasks at the same time.
- Fluency in spoken and written English is required. Knowledge of other UN working languages is an asset. Knowledge of German is an asset.

Evaluation criteria

Professionalism: Very good understanding of the functions of the post

Communication: Very good communication skills (spoken and written), including ability to draft and edit standard correspondence

Planning & Organizing: Very good organizational skills and the ability to handle work in an efficient and timely manner. Ability to set and meet priorities

Client (service) oriented: Proven service-oriented approach to tasks

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment

Technological awareness: Fully proficient computer skills and use of software such as Word (including document formatting), Excel and PowerPoint, internal databases and other relevant software applications

Commitment to Continuous learning: Proactive and mature attitude towards self-development.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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 your application, however, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**