United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

VACANCY ANNOUNCEMENT NO:	**VA 13/002/SDM**
PUBLICATION/TRANSMISSION DATE:	**4 January 2013**
DEADLINE FOR APPLICATION:	**2 February 2013**
TITLE AND GRADE:	**Team Assistant, G-4**
POST NUMBER:	**CDM-2933-V510-G4-006**
INDICATIVE NET ANNUAL SALARY:	**Euro 31,898 plus UN benefits and pension fund**
DURATION OF APPOINTMENT:	**One and a half years, 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 is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Process Management unit coordinates the implementation of work programmes of constituted bodies and their panels and working groups and SDM inputs to, and support of, intergovernmental bodies.

Responsibilities

The Team Assistant position is located within PMU/AMPM sub-programme and reports to the Team Leader, Accreditation and Methodology Process Management (AMPM). S/He provides secretarial and administrative support to the Team Leader and the programme officers assigned to AMPM, working under general instructions regarding priorities of work. In particular the incumbent:

1. Ensures 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:

a) Drafting routine correspondence, tables and graphs, formatting reports, official documents, and other UNFCCC correspondence, searching for relevant background material that may be needed for reply; preparing presentations using Power Point; preparing and sending faxes, letters and e-mail messages;
b) Supporting the programme officers and chairs during official UNFCCC sessions, collecting and compiling submissions from stakeholders, sending draft documents to relevant focal points for in-house circulation and pre-editing, incorporating requested changes by editors and responding to requests for information from panel members and experts;
c) Monitoring the status of documents throughout the process and workflows, following up to ensure they are processed within deadlines;
d) Proof-reading and checking working instructions, internal procedures, correspondence, reports, statistical tables and other documents for accuracy, format, spelling, grammar, attachments and addresses;

/…

e) Taking notes and preparing draft minutes at meetings;
f) Making travel arrangements for professional staff members and experts based on UN Rules and Regulations, preparing travel requests and claims; providing the certifying officer with the relevant information and supporting documentation.

2. Coordinates the communication flow of the sub-programme, ensuring the timely dissemination of routine information both within and outside the sub-programme. Activities include but may not be limited to:

a) Maintaining appointment schedules and contact lists;
b) Placing and screening telephone calls, responding to routine requests for information, receiving visitors;
c) Screening, registering and routing incoming mail and ensuring follow-up action on pending issues according to deadlines and priorities; maintaining office files, archives and records (both paper and electronic);
d) Organizing telephone and video conferences, as requested.

3. Assist in ensuring the smooth organization and preparation of the logistical aspects of the meetings of panels and working groups.

a) Establishing and maintaining the Lists of Participants for workshops, meetings, and other related missions, and sending invitation letters, registration forms, visa information, as well as other information related to the event;
b) Providing cost estimates for travel and daily subsistence allowance (DSA) for participants;
c) In consultation with the Travel Unit, requesting and following up on travel arrangements for participants and staff members including visa requirements;
d) Liaising with relevant units in SDM, Administrative Services and Legal Affairs on workshop-related administrative issues such as payment of DSA, finalisation of Memoranda of Understanding (MoUs); payment breakdown;
e) Organizing and overseeing logistical support (appropriate workshop/meeting venue with the proper set up of offices, meeting rooms and office equipment), transportation services and hospitality arrangements; coordinating the services of local staff on-site; preparing registration pack for participants as well as arranging for the distribution of documents and background papers: arranging the disbursement of DSA to participants (e.g. by UNDP national offices, bank transfer or Traveller Cheques);
f) Posting presentations and e-documents on the web following the event;
g) Monitoring exchange of documents with members, e.g. recommendations, responses, revised methodologies, reformatted documents;
h) Preparing hardcopies and digital format of meeting documentation for panel members.

4. Updates databases and ensuring the accuracy of data, including that documentation submitted is in accordance with applicable procedures. Uploads/updates relevant sections of the UNFCCC web site.

5. Performs any other job related activity required to achieve the goals and objectives of the sub-programme, the programme or the secretariat, including providing back up functions and orientation/training to new staff.

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

- Completed secondary education. Formal course/training in secretarial, clerical, administrative and/or operational services areas an asset.
- At least four (4) years relevant experience working in an office support function carrying out secretarial/team assistant and/or clerical duties. Experience in the logistical support to meetings and workshops highly desirable. Experience in an international environment is an asset.
- Good knowledge of office technology such as MS office package especially Word and Excel, as well as experience with Internet use and e-mail application. Experience working with databases is highly desirable.
- The incumbent must be flexible and well organized and should be detail-oriented.
- Fluency in written and spoken English. Working knowledge of another UN languages an asset.

/…

Evaluation criteria

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.

How to apply

Candidates whose qualifications and experience match the requirements for this position, please only 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.**