



TEMPORARY APPOINTMENT
SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

ANNOUNCEMENT NO:	13/TA/36/SDM
PUBLICATION DATE:	17 October 2013
DEADLINE FOR APPLICATION	31 October 2013
TITLE AND GRADE:	Team Assistant (G-4)
INDICATIVE MONTHLY NET SALARY:	Euro 2,658 net, plus UN benefits and pension fund
DURATION OF APPOINTMENT:	as soon as possible until 15 July 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 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.

Functions to be performed

This temporary post is located in the Standard Setting unit of the Sustainable Development Mechanisms programme. The Standard Setting unit is accountable for providing technical advice regarding setting of standards, including methodologies, methodological tools and standardized baselines.

Under the general supervision of the Manager and the direct supervision of the Project Assistant, the incumbent will provide secretarial and administrative support to the Standard Setting Unit Team members. The functions include.

1. Perform secretarial and administrative duties by:
 - Drafting and typing routine correspondence, typing reports, official documents, and other UNFCCC correspondence, searching for relevant background material, which may be needed for reply; preparing presentations using Power Point;
 - Proof-reading and checking correspondence, reports, statistical tables and other documents for accuracy, format, spelling, grammar, enclosures and addresses, sending electronic mail;
 - Placing and screening telephone calls, responding to routine requests for information;
 - Supporting the programme officers by collecting and compiling data related to routine operations and other processes;
 - Editing and formatting process flowcharts (e.g., using MS Visio or similar software);
 - Liaising with Administrative Services on consultancy contracts and payments.
 - Arranging meetings, taking notes and preparing draft minutes at meetings;
2. Update databases and upload/update relevant sections of the UNFCCC web site; ensure the accuracy of data, including that documentation submitted is in accordance with applicable procedures.

3. Provide logistical support to meetings and workshops, request and follow up on travel arrangements for staff members and participants, liaise with the Travel unit and other relevant units on meeting-related administrative issues such as meeting plans, payments of Daily Subsistence Allowance, contracts and payment requests for consultants.
4. Perform other related duties and back-up functions for other staff.

Essential Requirements

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

Education: Secondary education.

Experience: Minimum of 4 years of relevant work experience carrying out office support functions. Experience with databases.

Job related skills: Good computer skills including software applications such as Word and Excel.

Language Requirements: Fluency in spoken and written English.

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.**