



ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

Correspondence Assistant, G-4

Executive Direction and Management (EDM) Programme
Office of the Executive Secretary Sub-programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 June 2017	17/TA09/EDM	01 July 2017	Until 31 December 2017	Bonn, Germany

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the historic Paris Agreement by a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

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 and Paris Agreement bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol and Paris Agreement 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.

Where will you be working

Working under the direct supervision of the Senior Correspondence Assistant and general guidance of the Executive Support Officer, you will provide a wide range of programme and administrative functions related to executive correspondence. The functions of the Correspondence Assistant include:

- Processing executive correspondence;
- Drafting routine responses to incoming correspondence;
- Maintaining electronic and hard copy filing systems.

You will have the following responsibilities:

1. Processing executive correspondence:

- In accordance with the Standard Operating Procedures for the Travel Plan, and Correspondence and Mail: read, categorize and log into an electronic database all incoming executive correspondence, including invitations to meetings and/or events;
- Monitor the status of executive correspondence, including invitations, and follow-up daily with the Focal Points of all programmes on pending issues to ensure timely responses to organizations; ensure accuracy when entering data into the databases;



- Respond to, or forward to the responsible officer, incoming emails and telephone enquiries from external organizations;
- Provide clerical assistance in the implementation of secretariat-wide projects coordinated by the OES, by, for example, issuing reports from databases, updating relevant tables, incorporating submissions and monitoring status of requested inputs.

2. Drafting routine responses to incoming correspondence:

- Draft routine correspondence, and official replies to invitations for signature of the supervisor, Executive Secretary, Chief of Staff and other staff in the Executive Direction and Management (EDM) programme, ensuring that all issues raised in the incoming correspondence are addressed and that the correct formatting and style has been adhered to.

3. Maintaining electronic and hard copy filing systems:

- Undertake daily filing of hard copy files, and electronic files on G drive, Jira, CRM, and Outlook;
- Support the archiving of files from the Executive Office.

Other duties:

- Support the development of new electronic database systems for executive correspondence on CRM;
- Support Focal Points in the use of the new electronic database systems on CRM.

What are we looking for

Educational background

Required: Completed secondary education or its equivalent.

Experience

Required: At least four years of experience in providing programme support functions, including drafting official correspondence and maintaining databases.

Highly desirable: Previous experience with document formatting.

Language skills

Required: Fluency in English (both oral and written) is essential.

Highly desirable: Working knowledge of another UN official language, especially Spanish.



Specific professional knowledge

Required:	Proficiency in Microsoft packages, including Excel and Word. Attention to detail and good organisational skills.
Asset:	Knowledge of data portals, databases, electronic communication software, SharePoint and CRM.

How to apply:

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

Please note:

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. 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.
 3. Indicative net monthly salary: Euro 2,766.00 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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