



United Nations
Framework Convention on
Climate Change

Choose an item.

Administrative Assistant, G-4

Executive Direction and Management (EDM) and Legal Affairs (LA) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
04 June 2015	15/TA18/EDM/LA	As soon as possible	Until 31 March 2016	Bonn, Germany

Publication date: 21 May 2015, Post number: n/a

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 including organizational development, oversight of effective internal policies and processes, and promoting staff motivation and well-being.

The **Legal Affairs Programme** provides legal advice and support to the Convention and Protocol bodies, Parties and the secretariat so that the Convention and its Kyoto Protocol are implemented, and the associated intergovernmental process and the operations of the secretariat are conducted in accordance with legal, procedural and institutional requirements. It also facilitates the effective operation of the compliance mechanism in support of the environmental integrity of the Kyoto Protocol and the credibility of the market-based mechanisms.

Where will you be working

Your post is located within the Office of the Executive Secretary and the Management & Coordination Unit of Legal Affairs and reports to the Associate Programme Management Officer, working under general instructions regarding priorities of work. You will provide a wide-range of financial, administrative and office support functions to both the Executive Direction and Management and Legal Affairs programmes.

You will have the following responsibilities:

1. You will provide administrative support to both programmes in the areas of finance, procurement and travel. Activities include but may not be limited to:
 - a. Processing financial transactions in the Integrated Management Information System (IMIS) related to the payment of vendors, individual contractors and consultants, ensuring that all necessary supporting documentation is available and following up on clearances as needed;
 - b. Preparing purchase requests for goods and services, liaising with the Procurement unit on further action and ensuring timely invoice clearance and payment;
 - c. Creating obligation documents in IMIS for the purchase of goods and services, scrutinizing



- supporting documents for completeness and accuracy;
- d. Assisting in the compilation of input for the EDM and LA procurement plans;
 - e. Creating travel requests and travel claims relating to the official travel of staff, interviewees and consultants/experts in IMIS;
 - f. Liaising with the Administrative Services programme for timely issuance of tickets, visas, laissez-passers, travellers cheques and Daily Subsistence Allowance payments;
 - g. Keeping a record of travel advances and outstanding claims, ensuring that all advances are settled within the allotted deadlines, liaising with Travel Focal Points and staff assistants as needed.
2. You will provide support to recruitment processes and human resource issues. Activities include but may not be limited to:
- a. Arranging for interviews by liaising with short-listed candidates, panel members, the recruiting manager and Human Resources Unit by making all logistical arrangements including travel of external candidates when appropriate, and preparing case files for the Review Board;
 - b. Creating obligations in IMIS for Individual Contractors and Consultants, liaising with them as necessary to ensure that all required supporting documentation is uploaded into the consultant database;
 - c. Making payments to Consultants and Individual Contractors by referring to payment schedules, ensuring that all supporting documentation is available;
 - d. Monitoring entries in the Time and Attendance System, providing guidance to staff members, reporting issues and liaising with the responsible Human Resources Assistant as needed;
 - e. Entering Time and Attendance balances into IMIS;
 - f. Providing induction and orientation to new staff members/consultants/daily staff/interns and arranging for their office space and equipment;
3. You will provide general administrative support. Activities include but may not be limited to:
- a. Maintaining the Programme Administrative Team files both paper and electronic;
 - b. Maintaining files of rules, regulations, administrative instructions and other related documents relevant to the work of the Programme Administrative team;
 - c. Drafting correspondence, memoranda, notes to file and other documents;
4. You will perform any other job related activity required to achieve the goals and objectives of the programmes or the secretariat.

What are we looking for

Educational background

Required: Completed secondary education. Administrative or secretarial training an asset.

Experience

Required: At least four (4) years of progressively responsible experience relevant to carrying out the functions of the post, preferably in an international organization.

Language skills

Required: Fluency in spoken and written English is required.

Desired: Knowledge of German is desirable.

Specific professional knowledge

Required: Excellent computer skills, including text processing (Word) and spread sheet (Excel) software as well as experience with Sharepoint. Extensive experience with either SAP or IMIS.



Job related skills

Required: Excellent written and verbal communication skills, excellent organizational and planning skills, stress resilient, proven ability to perform optimally under pressure.

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 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.
 3. Indicative net monthly salary: Euro 2,772 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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