



VACANCY ANNOUNCEMENT
MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 14/047/MDA
PUBLICATION/TRANSMISSION DATE:	23 June 2014
DEADLINE FOR APPLICATION	22 July 2014
TITLE AND GRADE:	Programme Assistant, G-5
POST NUMBER:	FCA-2924-G5-007
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 supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The Mitigation, Data and Analysis programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments.

Responsibilities

The Programme Assistant post is located in the Greenhouse Gas (GHG) Inventory Unit of the Inventories and Data Services (IDS) sub-Programme concerned with GHG inventories from Annex I Parties as well as Annex I and non-Annex I data services. S/He reports to the GHG Inventories Unit team lead. The incumbent is accountable for administrative and logistical support to the sub-programme and the unit in the context of work related to support of the GHG inventory review process for Annex I Parties under the Convention and its Kyoto Protocol. The key results expected are:

- Programme Support
- Logistical Support
- Documentation Management

1. Ensures programme support to the review processes for GHG inventories from Annex I Parties under the Convention and the Kyoto Protocol:

- a. Responsible for the administrative preparation and implementation of review activities, involving extensive liaison with the responsible government focal points;
- b. Organizes the preparation for the review activities and ensures that all documents and background materials are prepared and distributed on time, both inside and outside the sub-programme and programme;
- c. Conducts independent research for relevant background material, essential in ensuring that comprehensive and accurate information is available as required;
- d. Prepares the publication of the review reports including the research for relevant information on the key milestones in the review process in the information tracking system;
- e. Updates the information tracking and sharing system and manages the access to it in consultation with the IDS Manager and the GHG Team Lead; formulates requirements and assists in drafting specifications for upgrades of the information tracking and sharing system;
- f. Manages the relevant parts of the records management system; and
- g. Responsible for tracking of follow-up dates and deadlines for response or specific actions.

2. Ensures logistical support to staff and experts in collaboration with the Programme Administrative Team:
 - a. Organizes and coordinates travel arrangements for experts meetings, workshops, other inter-sessional events and in-country reviews;
 - b. Makes logistical arrangements, contacting participants, arranging hotel reservations, initiating travel requests and maintaining the participants' travel arrangements in liaison with the Programme's travel focal point and the central Travel Unit to conduct follow-ups to ensure completion of related travel arrangements within timeframe requirements;
 - c. Monitors the relevant budget expenditures, comparing expenditures with approved budget allocations to ensure maximum cost savings; makes recommendations as required; and
 - d. Organizes the payment of the daily subsistence allowance (DSA).
3. Ensures the timely preparation of reports and documents for conferences and meetings:
 - a. Compiles, analyzes and summarizes background materials and information for use in the preparation of reports and official documents; and
 - b. Establishes and maintains relevant filing systems.
4. Representation/Communications: Serves as focal point for administrative coordination of the GHG inventory review processes, involving extensive liaison with Administrative Service units, Conference Affairs and national focal points to exchange specialized and routine information, monitor and follow up on deadlines and ensure timely logistical arrangements for meetings and workshops. Independently responds to a wide range of requests for specialized administrative information, both inside and outside the secretariat.
5. Performs any other job related activity required to achieve the goals and objectives of the team, the sub-Programme, the Programme or the Secretariat.

Requirements

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

Education: Completion of secondary education is required; training in administrative/secretarial/commercial and/or operational services areas such as travel is desirable.

Experience: At least five (5) years relevant experience performing administrative support functions is required, such as providing logistical support to meetings and workshops, establishing and maintaining programme filing systems, compiling background documentation, and maintaining database information systems. Ideally, some experience has been gained at international level supporting an intergovernmental process and/or international conferences.

Specific professional knowledge: Thorough knowledge of office technology such as MS Office package (MS Word, including the use of templates, Excel and PowerPoint) as well as Internet use and e-mail application is essential. Knowledge in using software for tracking and sharing of information, such as Share Point is desirable.

Job-related skills: Ability to work independently and to tight deadlines.

Language requirements: Fluency in written and spoken English. Working knowledge of another UN language is an asset.

Selection Process

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Professional expertise, being accountable, working with teams, delivering results.

To apply

Candidates whose qualifications and experience match the requirements for this position 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 Annual Salary: Euro 36,042 plus other UN benefits as indicated in the link below:**
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>