



Climate Change Conferences

Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2) Bonn, 29 April 2013 – 3 May 2013

38th sessions of the subsidiary bodies (SB 38) Bonn, 14 - 25 May 2013

ANNOUNCEMENT NO:	13/DC01/CAS
PUBLICATION DATE:	21 February 2013
DEADLINE FOR APPLICATION:	14 March 2013
DAILY REMUNERATION:	EUR 85 - EUR 105 (depending on position)
DURATION OF CONTRACTS:	29 April – 3 May 2013 (up to 2 weeks for some posts) 03 - 14 June 2013 (up to 3 weeks for some posts)

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 secretariat is looking for local staff to provide support services during the meeting of Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2) and the 38th sessions of the subsidiary bodies. The positions below are available. The major functions are listed, however, incumbents must be ready to perform other duties as assigned.

Assistant Conference Officers: Setting up conference rooms, serving as liaison person on technical matters such as lighting, fire surveillance, etc; distributing documents during meetings, receiving and transmitting messages; assisting delegations with telephone communications.

Conference Clerks: Distributing incoming and outgoing mail; undertaking special delivery of urgent papers and messages; photocopying documents.

Computer Center Support Staff: Assisting conference participants in logging on to PCs; providing trouble shooting and basic help desk services; ensuring maintenance of and moving equipment.

Data Entry Clerks/Registration Clerks: Sorting and filing incoming correspondence; entering and updating data of participants on registration database; filing; pre-printing of badges.

Documents Distribution Clerks: Moving documents in bulk from the Reproduction area to the Distribution Counter and to Conference Rooms; distributing documents at the counter; answering queries from delegates.

Documents Reproduction Clerks: Operating high speed / volume photocopiers; controlling quality and pagination of original and first copy to ensure all pages are in proper numerical order; participating in team work to manually assemble and staple documents.

Drivers: Driving conference shuttle vans.

Facility Clerks: Distributing and collecting boxes, distributing bulky UNFCCC documents and special equipment; receiving and delivering shipments for delegations and observers; liaising with the shipping and customs agents.

Headphone Distribution Clerks: Distributing headphone sets to participants and collecting them from conference rooms after meetings; explaining use of headphones to participants; regularly checking batteries of headphone sets.

Information Desk Clerks: Answering conference related and other general queries from delegates at the Information Counter; distributing information materials for participants.

Media Accreditation Assistants: Supporting press accreditation; organizing distribution of press badges; checking that acknowledged accountability of press credentials is fully provided for every press accreditation issued; briefing the Press Officer regularly on accredited media representatives; maintaining database.

Media Liaison Assistant: Supporting the organization of press briefings/conferences and the daily TV and Radio coverage; checking availability of technical and staff requirements; keeping track and informing all involved parties about changes in the daily schedule; accompanying broadcasting teams and photographers.

Registration Clerks: Registering accredited participants; sorting and filing accreditation letters; controlling accuracy of information on badges; welcoming participants at the registration desk.

Secretaries: Word processing tasks; filing correspondence and documents; dealing with telephone calls and visitors; and maintaining records as required.

Security Guards: Carrying out various tasks related to conference security, e.g. controlling badges.

Side Events and Exhibits Assistant: Taking notes at side events; monitoring the conference rooms/venues, putting up door signs, making sure equipment is in place, facilitating the smooth running of the event; collecting information materials from the side event organizers/exhibits and helping with filing.

Requirements

Please read carefully

- Computer Center Support staff must have basic knowledge of software as well as hardware applications and equipment.
- Documents Distribution Clerks and Documents Reproduction Clerks must be able to recognize the six official UN languages and must be physically able to move heavy loads.
- Facility clerks must be physically able to move heavy loads.
- Candidates must be willing to do shift work, overtime work, and night and/or weekend work.
- Candidates must be fluent in English and at least 18 years old.

How to apply

Please read carefully

- Interested candidates are invited to apply through the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.
- Candidates are asked to clearly state in their application whether they are available
 - for both contract periods
 - for only one contract period (indicate which one)
- Candidates are invited to state position/s of particular interest to them.
- Recruitment is limited to local applicants. Non-EU applicants must provide a copy of their work permit for Germany which should be sent to e-mail account: vacancies@unfccc.int.

Please note:

We will confirm receipt of your application. However, only candidates under serious consideration will receive notice of the final outcome of the selection process.