



## VACANCY ANNOUNCEMENT

**Team Assistant, G4  
Executive Division  
Office of the Executive Secretary (OES)**

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
12 May 2023 23:59 hrs CET	VA 23/049/E	As soon as possible	Two years with possible extension	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 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 Support and Engagement (ESE) unit in the Executive Division at the United Nations Framework Convention on Climate Change (UNFCCC), supports both the Executive Secretary and the Deputy Executive Secretary, and develops, coordinates and delivers substantive and operational support for their internal and external engagements and outreach activities.. It also cooperates with the Executive Office of the Secretary-General and its Climate Change Team, and manages the secretariat wide Travel Plan and processes executive correspondence.

### **Where will you be working:**

The purpose of this post is to provide secretarial, administrative and travel assistance to ESE. The incumbent will be accountable for:

- Secretarial and administrative support;
- Travel and logistical support;
- Documentation and correspondence.

The incumbent will perform her/his tasks under the direct supervision of the Executive Programme Officer in ESE.

### **You will have the following responsibilities:**

#### **1. Providing secretarial and administrative support, the you will:**

- Support the preparation of mission folders containing background documents, briefing notes and other relevant material related to the engagements of the Executive Secretary and other Programme Officers in the Executive Support and Engagement unit.
- Support the maintenance of the SharePoint platforms used to plan and reflect the activities of the Executive Secretary.
- Provide clerical assistance in the implementation of secretariat-wide projects coordinated by the ESE by e.g. updating relevant tables, incorporating submissions and monitoring status of requested inputs.
- Maintain the unit's electronic and hard copy filing systems.



**2. Providing travel and logistical support, you will:**

- Make arrangements for the mission travel of the Executive Secretary and other Programme Officers in the Executive Support and Engagement unit by: requesting itineraries and making hotel reservations, performing on-line check-in, completing visa applications, submitting security clearance requests, establishing health (vaccination) requirements, arranging local transportation at mission destinations and preparing logistical information for the Executive Secretary's mission files, preparing and submitting travel claims to the programme administrative team, following up on the submission of ESE mission reports and regularly updating related tables and reports;
- Provide logistical support to meetings of the Executive Secretary and to secretariat-wide meetings at managerial level by booking meeting rooms and/or external venues for meetings, verifying availability of meeting participants, updating the rolling work-plans and action lists and submitting documentation for posting on the Intranet.

**3. Coordinating documentation and correspondence, you will:**

- Draft routine correspondence in relation to the coordination of the logistics for the Executive Secretary's missions.

**4. You will perform any other job-related activity, including supporting other members of the Executive Division and providing back-up functions.**

**Competencies**

**Applying Professional Expertise:** Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

**Being Responsive to Clients and Partners.** Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Delivering results:** Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.



## **Your qualifications**

### **Educational Background**

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#### **Education:**

Completed secondary education or its equivalent.

#### **Experience:**

At least four (4) years relevant experience in providing programme support functions, which includes undertaking logistical and travel duties, drafting routine correspondence and maintaining databases. Previous experience with document formatting would be highly desirable.

#### **Language:**

Fluency in spoken and written English is required. Working knowledge of another UN official language is desirable.

#### **Specific professional knowledge and job related skills:**

Proficiency in Microsoft packages, including Excel and Word. Knowledge of data portals, databases, electronic communication software, SharePoint would be an asset. Attention to detail and good organisational skills are required.

## **What is the selection process**

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

## **How to apply:**

Candidates, whose qualifications and experience match what we are looking for, should use the online 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. All travel costs related to the interview and relocation 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 38,134 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

