



VACANCY ANNOUNCEMENT
COMMUNICATIONS AND OUTREACH (CO) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 14/015/CO
PUBLICATION/TRANSMISSION DATE:	11 February 2014
DEADLINE FOR APPLICATION	12 March 2014
TITLE AND GRADE:	Staff Assistant, G-5
POST NUMBER:	FCA-2943-G5-005
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 is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Communications and Outreach (CO) programme is responsible for external communications, media relations, online public information and outreach to stakeholders in support of the Convention and the Kyoto Protocol. The programme leads the public advocacy work of the Climate Change Secretariat and the strategic high-level engagement of stakeholders involved in the development of climate change policies. The programme supports the communications and outreach work of the secretariat and will seek to increase the number of outreach partnerships, in particular with the private sector and other key stakeholders, with a view to facilitating enhanced action under the Convention.

Responsibilities

The Staff Assistant reports directly to the Coordinator of the Communications and Outreach programme and provides administrative and organizational assistance to the Coordinator. In particular, the Staff Assistant:

1. Provides administrative and secretarial support to the Coordinator. Activities include but are not limited to:
 - a) Maintaining calendars/schedules for the Programme Coordinator; communicating relevant information to appropriate staff inside and outside the office; arranging appointments; receiving visitors, screening and referring telephone calls and keeping a list of contacts; organizing meetings of the Coordinator, taking minutes and ensuring follow-up on assigned issues; making travel arrangements for the Coordinator, e.g. official documents/visa/LP, hotel reservations, travel authorization, expense claims, vouchers, etc.
 - b) Drafting and preparing correspondence and other outgoing; using MS Word, Excel and SharePoint to produce a variety of complex documents, reports and speeches; generating and/or obtaining statistical tables, researching, compiling and summarizing background material for use in the preparation of reports, correspondence, briefs, speeches; ensuring the format of documents, spelling, grammar are in conformity with editorial guidelines, office procedures, channels of communication and protocol, advising other staff within the team with regard to the preparation of correspondence for the signature of the Coordinator, and carrying out quality control functions for outgoing correspondence.
 - c) Responding to information requests and inquiries; preparing and processing confidential information; coordinating the provision of information with the Offices of the Executive and Deputy Executive offices; maintaining CO's relevant SharePoint sites.

- d) Providing other duties as assigned.
2. Coordinates the communications flow of the programme including following-up of outstanding issues within the programme and between Communications and Outreach programme and other programmes. Activities include but may not be limited to:
- a) Receiving, recording and reviewing all incoming correspondence; identifying material requiring immediate action and attaching background material; circulating documents/ information material received ensuring smooth and efficient information flow within the programme and assisting the Coordinator in further enhancing information flow as required;
 - b) Creating, maintaining and coordinating a unified, efficient records management system (electronic and paper) for the programme, including those records kept in the CO sub-units, and, maintaining and organizing the CO electronic shared (G) drive.
 - c) Incorporating and updating information on Intranet and SharePoint team sites.
3. Serves as focal point for information to relevant Communications and Outreach programme work and secretariat-wide committees/projects:
- a) Provides assistance to the Coordinator prior and during the Conference of the Parties, subsidiary body meetings, ad-hoc working committees, panels, and maintains a comprehensive record of meetings documentation, and responds to request for information from delegates;
 - b) Acts as programme logistical and information focal point for other internal and external meetings such as the Management Team, Intergovernmental Planning Committee, communications and Outreach meetings and missions; liaises with Conference Affairs on technical missions, host country agreement and conference staff assignment lists.
4. Performs other duties as assigned, including serving as back up to the Programme Administrative Assistant and processing various administrative requests related to procurement, recruitment, Special Service Agreements, travel, and finance.

Requirements

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

Education: Completed secondary education. Formal secretarial or other related training is an asset.

Experience: At least five (5) years of progressively responsible experience carrying out functions as a secretary, personal or team assistant, preferably with some experience working in an international organization.

Specific professional knowledge: Good knowledge of office technology such as MS office package (Word, Excel, Power Point), Internet and e-mail application. Experience in using Integrated Management Information System (IMIS) or ERP system, Share point, databases and other electronic communication software is highly desirable.

Job related skills Good written and oral communication skills, ability to work independently and in a proactive manner.

Language requirements: Fluency in English, written and spoken. Working knowledge of German and/or another United Nations language is an asset.

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>