



## VACANCY ANNOUNCEMENT

**Programme Assistant, G-5**  
Mitigation Division  
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
14 July 2024 23:59 hrs CET	VA 24/029/M	As soon as possible	18 months with possibility of 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 through 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.

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

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Mitigation division and specifically in the Constituted Bodies and Data Services subdivision, which provides effective support on matters relating to the proper governance of the Article 6.4 mechanism and Clean Development Mechanism (CDM), ensuring well-coordinated services to the related bodies i.e., Article 6.4. Supervisory Body and the CDM Executive Board (CDM EB), and their supporting panels and working groups.

Within the subdivision is the Constituted Bodies Support unit, which manages governance matters and processes that provide for the effective and transparent operation of these constituted bodies and their panels and working groups, including the efficient organization, documentation and conduct of these bodies' meetings.

### **What you will be doing**

Under the general supervision of Team Lead, Constituted Bodies Support unit you will be responsible for the coordination and quality control of documents related to one or more of the Regulatory Bodies (RBs), providing direct support to meetings of the Regulatory Bodies, including travel, logistics and memberships issues.

Key responsibilities include:

- Coordinating programme planning and the preparation work for medium-sized and complex team initiatives in support of documentation of the Regulatory Bodies (RB);
- Independently operating the electronic workflow system (databases/web interfaces) in support of RB meetings;
- Assisting in the coordination of work related to the membership of the RBs;
- Coordinating the logistical preparation for meetings of the RBs, their retreats and related events.
- Supporting the internal management committee related to the planning and preparation of RB meetings.



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

- 1. Coordinating programme planning and the preparation work for medium-sized and complex team initiatives in support of documentation of the RBs;**
  - a. Coordinate, obtain necessary clearances, monitor and check final documents for the related mechanism/Article 6 mechanism body to ensure adherence to editorial style guides, formatting standards and respective entity practices, as well as adherence to relevant document control procedures related to preparation, revision, publication of official documentation;
  - b. Ensure accuracy of data and provide document support prior to and during the UNFCCC sessions.
  
- 2. Independently operating the electronic workflow system (databases/web interfaces) in support of RB meetings:**
  - a. Perform procedural steps to edit and maintain various sections of the UNFCCC mechanism body websites;
  - b. Provide technical instructions and guidance to members of the RBs related on the use of electronic communication tools and databases;
  - c. Provide appropriate guidance to relevant mechanism stakeholders on procedures and relevant options applicable to general and case-specific procedural matters;
  - d. Assess requests for clarification/assistance and procedural submissions to determine applicability of existing procedural frameworks, highlighting exceptional cases for substantive guidance or escalation as appropriate.
  
- 3. Assisting in the coordination of work related to the membership of the RBs:**
  - a. Check information to ensure that accurate data is available to Legal Affairs, the respective entity bodies and UNFCCC constituencies;
  - b. Prepare and follow up on the signing of oaths of service by RB members, ensuring conflict of interest statements are signed by the RB members and posted on the respective UNFCCC mechanism websites;
  
- 4. Coordinating the logistical preparation for meetings of the RBs, their retreats and related events, including supporting the drafting of agendas and reports:**
  - a. Serve as focal point for queries of the members of the RBs, ensuring attendance, processing and following up on administrative actions;
  - b. Respond to complex, as well as general, information requests and enquiries related to RB matters and channels specific information-requests to relevant colleagues in the team;
  - c. Ensure that observer requests to participate in RB meetings follow established procedures, and provide logistics support prior to and during the UNFCCC sessions;
  - d. Support the internal management committee related to the planning and preparation of the RBs meetings; take minutes and follow up on assigned issues.
  
- 5. Perform any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.**



## **Competencies**

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

### **Experience**

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

### **Language skills**

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Fluency in English, written and spoken. Working knowledge of German is an asset. Knowledge of another United Nations language desirable.

### **Specific professional knowledge and skills**

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Good knowledge of office technology such as MS office package (Word, Excel, PowerPoint), Internet and e-mail application; experience in using SharePoint and other electronic communication software is highly desirable;

Ability to work independently, setting priorities and staying focussed in a busy environment;

Ability to work with highly confidential information;

Ability to communicate effectively with internal and external stakeholders.

## **What is the selection process**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.



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**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 permit to reside and work in Germany, without restrictions, 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 44,919 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.

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