



VACANCY ANNOUNCEMENT

Staff Assistant, G-5
AS/HR/ICT Division
Director's Office Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
31 December 2023 23:59 hrs CET	VA 23/109/OC	As soon as possible	Two years 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

The position is located in the Operations Coordination Department of the UNFCCC secretariat in Bonn, Germany in the Front Office of the Director, D-1, Administration / Human Resources / ICT. The Administrative Services, Human Resources, and Information and Communication Technology division delivers a wide range of operational services that support the intergovernmental process, related institutions, bodies and mechanisms, including conferences and meetings, the regulatory systems under the Kyoto Protocol, and the daily operations of the secretariat and its divisions.

What you will be doing

You will provide administrative and organizational assistance to the Director (D-1); coordinate the communication flow within and outside the department; and serve as focal point for information relevant to the department's work programme.

Your responsibilities

1. Provides administrative and organisational assistance to the Director:

- a. Assists in day-to-day administrative tasks such as managing calendars, scheduling meetings, handling correspondence, and organizing files and documents under minimal supervisions.
- b. Makes travel arrangements for the Director, e.g. official documents/visa/LP, hotel reservations etc.
- c. Uses MS office application as well as SharePoint, produces a variety of documents, reports; assists in the preparation of presentation materials, etc;
- d. Researches, compiles and summarizes background material for use in the preparation of reports, correspondences, briefs, speeches;
- e. Helps prioritize tasks, manage schedules, and follow up on deadlines to ensure smooth workflow.
- f. Advises staff within the team with regard to the preparation of correspondence for the signature of the Director, carries out quality control functions for outgoing correspondence;



- g. Drafts or responds to a wide range of correspondence, complex information requests and inquiries; prepares and processes confidential information; maintains relevant SharePoint sites.
- h. Provides general assistance to other office support staff, as required; may coordinate the work of office support staff during meetings or in providing administrative support;

2. Coordinates the communication flow within and outside of the programme:

- a. Maintains liaison with the Team Leads and with senior management in other divisions regarding on-going programmes/projects and other administrative matters; monitors and follows up on matters and processes related to the unit's outputs, products, tasks, etc.;
- b. Ensures efficient information flow within the Division, assists in the establishment of office procedures, and ensures channels of communication and procedures are followed;
- c. Receives, records and reviews all incoming correspondence; identifies material requiring immediate action and attaches background material; circulates documents/information material received, ensuring efficient information flow within the programme; assists the Director in further enhancing information flow, as required;
- d. Attends and records outcome of Team Leads meetings. Shares outcome with meeting attendees and ensures agreed-upon items are delivered on time.
- e. Creates and maintains records (electronic and paper) for the Director;
- f. Incorporates and updates information on Intranet and SharePoint team sites.

3. Serves as focal point for information to secretariat-wide committees/projects:

- a. Provides assistance in the coordination of service-wide activities, special projects and events;
- b. Provides assistance to the Director prior to and during the Conference of the Parties, Subsidiary Body meetings, ad-hoc working committees and panels;
- c. Maintains a comprehensive record of meetings documentation and responds to request for information from delegates;

4. Performs any other job-related activity required to achieve the goals and objectives of the secretariat.

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.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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

Required Completed secondary education. Formal administrative support training or other related training an asset.

Experience

Required: 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

Required: Fluency in English (both oral and written).

Advantage: Working knowledge of German an asset. Knowledge of another UN official language is desirable.

Specific professional knowledge or skills

Other: Ability to work independently, setting priorities and staying focused in a dynamic environment.
Ability to communicate effectively with internal and external stakeholders.
Proven experience working with highly confidential information.
Proven organizational skills and an ability to remain calm while managing multiple tasks.
Excellent knowledge of office technology such as MS office package (Word, Excel, Teams), experience in using data analytics tools is highly desirable.

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>



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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 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.
