United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTION AND MANAGEMENT PROGRAMME

Implementation Strategy Unit (ISU)

VACANCY ANNOUNCEMENT NO:	**VA 13/079/EDM**
PUBLICATION/TRANSMISSION DATE:	**20 November 2013**
DEADLINE FOR APPLICATION	**21 December 2013**
TITLE AND GRADE:	**Programme Assistant, G-5**
POST NUMBER:	**FRA-2911-V224-G5-003**
DURATION OF APPOINTMENT:	**One year, 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 supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Responsibilities

The Programme Assistant's post is located in the Executive Direction and Management programme and more specifically in the Implementation Strategy Unit which is accountable for coordination of the secretariat's support to institutions, processes and delivery mechanisms under the Convention and to lead and coordinate support for the implementation of the Durban Platform for Enhanced Action (ADP). Under the direct supervision of the Secretary to the ADP the incumbent carries out specific actions related to the preparation of UNFCCC official documents, provides administrative/secretarial support to the unit and acts as Focal Point for logistical and administrative arrangements of workshops, meetings and other activities.

1. Carries out specific actions related to the preparation of official UNFCCC documents, reports, briefs, speeches and presentation material by:
   - Keeping accurate lists and records of all submissions by Parties;
   - Compiling them in official UNFCCC documents, checking the accuracy of the wording, formatting them in accordance with the most recently available editorial guidelines;
   - Following up independently to ensure that submission deadlines are met;
   - Interacting with the Documents unit; using MS Word, Excel and PowerPoint to produce a variety of complex documents, reports and speeches and to generate statistical tables;
   - Researching, compiling and summarizing background material.

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2. Provides administrative/secretarial support by:
   - Responding to complex as well as general information requests and enquiries;
   - Reviewing, logging and routing incoming correspondence;
   - Establishing and maintaining a unified, efficient filing system (both paper and electronic);
   - Making travel arrangements for all programme officers in the team, including hotel bookings and preparing travel authorizations and travel claims;
   - Ensuring that the information on the ADP websites is up-to-date; posting submissions and other relevant information.
   - Providing secretarial support to the Implementation Coordination Committee.

3. Acts as focal point for the logistical and administrative arrangements of meetings, workshops and in-session activities of the ADP by:
   - Preparing all logistical arrangements;
   - Preparing all related documents; supporting the Co-Chairs, compiling their briefing books and providing secretarial assistance;
   - Maintaining a comprehensive record of meeting documentation;
   - Responding to requests for information from delegates;
   - Supporting internal UNFCCC planning and coordination meetings organized by the ISU including making room bookings, checking availability of attendees, sending out invitations, circulating agenda and relevant documents.

Requirements

Education: Completed secondary education. Secretarial or other related training an asset.

Experience: At least five (5) years of progressively responsible experience relevant to carrying out the functions of the post, preferably in an international organization.

Specific professional knowledge: Good computer skills, including knowledge of text processing (Word) and spreadsheet (Excel) software, experience with Internet use and email/calendar/task management systems (Lotus Notes or Outlook). Experience with Sharepoint and web posting highly desirable.

Job-related skills: Ability to work with sensitive information in a professional and confident manner; excellent communication skills both verbally and in written form; ability to use time efficiently to handle a variety of tasks coming at the same time.

Language Requirements: Fluency in spoken and written English is required. Knowledge of other UN working languages is an asset. Knowledge of German 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 35,722 plus other UN benefits as indicated in the link below:**

https://unfccc.int/secretariat/employment/conditions-of-employment.html