



VACANCY ANNOUNCEMENT

Team Assistant, G-4

Executive Direction and Management (EDM) Programme
Office of the Executive Secretary (OES)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 December 2017	VA 17/018/EDM	As soon as possible	One and half 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 Convention secretariat supports the Convention, the Kyoto Protocol, and the Paris Agreement by 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 and Paris Agreement bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol and Paris Agreement 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.

Where will you be working:

The Team Assistant's post is located in the Executive Direction and Management programme and more specifically in the Office of the Executive Secretary which coordinates outreach activities to a broad range of stakeholders including other agencies and the Secretary General's office; provides support to secretariat-wide internal management; coordinates internal oversight and work processes in to improve efficiency; and coordinates overall support to the Executive Secretary's missions and strategic communications. You will be accountable for:

Expected key results:

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

You will work under the direct supervision of the Special Assistant to the Executive Secretary leading the Executive Secretary's Support Team.

You will have the following responsibilities:

1. Providing travel and logistical support, you will:
 - a. Make arrangements for the mission travel of the Executive Secretary and other Programme Officers in the Office of the Executive Secretary 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 OES mission reports and regularly updating related tables and reports;

- b. 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.

2. Coordinating documentation and correspondence, you will:

- a. Draft routine correspondence and official replies to invitations for signature of the supervisor, Executive Secretary and other staff in the Executive Direction and Management (EDM) programme, ensuring that all issues raised in the incoming correspondence are addressed and that the correct formatting and style has been adhered to.

3. Providing secretarial and administrative support, you will:

- a. Provide clerical assistance in the implementation of secretariat-wide projects coordinated by the OES by e.g. updating relevant tables, incorporating submissions and monitoring status of requested inputs.
- b. Maintain the unit's electronic and hard copy filing systems.

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

What are we looking for:

Educational background

Required: Completed secondary education.

Asset: Formal course/training in secretarial, clerical, or administrative services areas

Experience

Required At least four (4) years relevant experience working in an office support function carrying out secretarial/team assistant and clerical tasks.

Asset: Experience in an international environment.

Language skills

Required: Fluency in English, written and spoken.

Asset: Knowledge of other UN working languages, particularly Spanish



Specific professional knowledge

Required: Good knowledge of office technology, such as MS office, especially Word, Excel, as well as experience with internet use and email.

Highly desirable: Experience in organizing complex travel arrangements and experience working with databases and Sharepoint.

Job related skills

Required: Very good organizational and planning skills, good drafting skills, excellent attention to detail and ability to work with minimal supervision.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Being accountable, working with teams, being responsive to clients and partners and communicating with impact.

How to apply:

Candidates, whose qualifications and experience match with what we are looking for, should use the on-line 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. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. 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 33,189 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>