



VACANCY ANNOUNCEMENT
ADMINISTRATIVE SERVICES (AS) PROGRAMME

Human Resources Unit

VACANCY ANNOUNCEMENT NO:	VA 12/012/AS
PUBLICATION/TRANSMISSION DATE:	21 February 2012
DEADLINE FOR APPLICATION	21 March 2012
TITLE AND GRADE:	Team Assistant, G-4
POST NUMBER:	ZRB-2944-G4-017
INDICATIVE NET ANNUAL SALARY:	Euro 31,426 plus UN benefits and pension fund
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 mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

Responsibilities

Under the direct supervision of the Chief, Human Resources, the incumbent provides a wide range of secretarial and administrative functions for the HR team. In particular, the incumbent:

1. Provides secretarial and administrative support to the HR team by:
 - Drafting, typing, proofreading, editing and formatting for accuracy, grammar, punctuation and format correspondence, documents and reports; checking enclosures, addresses and fax numbers; searching for relevant background material, which may be needed for replies; assisting with preparation of PowerPoint presentations;
 - Receiving, screening and responding to telephone calls or referring calls to the appropriate staff; opening and redirecting incoming mail; following up on timely completion of action mail.
 - Responding to routine requests for information;
 - Assisting with general filing and the systematic archiving system for documents and information material under the Records Management System;
 - Maintaining the calendar/schedule for the Chief, HR, including making appointments; arranging meetings, booking meeting rooms, taking notes and preparing minutes, receiving visitors;
 - Making travel arrangements for supervisor and senior unit staff members.

Acts as Focal Point for the issuance of various kinds of attestations requested by staff members including drafting such attestations.

2. Assists with the generation of statistical tables and reports on Human Resource issues, including compiling necessary information and creating relevant tables.
3. Prepares and processes weekly pouch to UN Offices in Geneva.
4. Performs other duties as required, including back up and support to the HR Assistant (Protocol) and other staff in the unit.

Requirements

- Graduation from secondary school. Formal clerical/secretarial training an asset.
- At least four (4) years of relevant work experience carrying out office support functions of clerical/secretarial nature. Experience working in a human resources unit an asset. Experience working in an international environment highly desirable.
- Proficiency in the use of standard office IT systems and application such as MS office with very good skills in excel.
- Fluency in oral and written English and German is required. Working knowledge of another official UN language is an asset.

Evaluation criteria

Professionalism: Good understanding of the functions of the post.

Communication: Good communication skills (spoken and written), including ability to draft and edit standard correspondence.

Planning & Organizing: Good organizational skills and ability to handle work in an efficient and timely manner.

Client (service) oriented: Ability to meet time line for delivery of product or services.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment.

Technological Awareness: Fully proficient computer skills include the use of software packages such as Word (including document formatting), Excel, and other relevant software applications.

Commitment to continuous learning: Initiative and willingness to learn new skills.

To apply

Candidates whose qualifications and experience match the requirements for this position, please only 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.**