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**VACANCY ANNOUNCEMENT**  
**EXECUTIVE DIRECTION AND MANAGEMENT (EDM) PROGRAMME**  
**Office of the Executive Secretary**

<b>ANNOUNCEMENT NO:</b>	<b>VA 14/003/EDM</b>
<b>PUBLICATION DATE:</b>	<b>02 January 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>31 January 2014</b>
<b>TITLE AND GRADE:</b>	<b>Team Assistant, G-4</b>
<b>POST NUMBER:</b>	<b>FCA-2911-G4-003</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY:</b>	<b>As soon as possible</b>

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### **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 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 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 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 order to improve efficiency; and coordinates overall support to the Executive Secretary's missions and strategic communications. The incumbent of the post is accountable for:

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

He/she will work under the general supervision of the Programme Officer leading the Executive Secretary's Support team and the direct supervision of the Correspondence Assistant.

1. Documentation and correspondence:

- Handles the day-to-day operation of the official travel plan database, including assigning EVENT numbers to invitations and mission related travel by: routing invitations to respective programmes, ensuring input provided by programmes is consonant with guidelines and procedures related to the management of invitations and mission related travel, including the use of the appropriate templates for processing mission related travel e.g. Mission Objective Forms (MOF).

- Responds to queries from the substantive programmes regarding the travel plan and updates the relevant programme Focal Point lists, templates and material used for training staff on travel plan procedures.
- Drafts routine correspondence for signature of the supervisor, Executive Secretary, Chief of Staff and other staff in the Executive Direction and Management (EDM) programme related to meeting invitations or mission related travel.

## 2. Travel and logistical support

- Makes 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.
- Provides logistical support to meetings of the Executive Secretary and to secretariat-wide meetings at managerial level by: booking meetings 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.

## 3. Secretarial and administrative support

- Provides clerical assistance in the implementation of secretariat-wide projects co-ordinated by the OES by e.g. updating relevant tables, incorporating submissions and monitoring status of requested inputs. Acts as back-up to the other Team Assistant in the ES Support Team.

### Requirements

**(Only candidates who meet the essential requirements stated below will be considered.)**

**Education:** Completed secondary education essential. Formal course/training in secretarial, clerical, or administrative services areas an asset.

**Experience:** At least four (4) years relevant experience working in an office support function carrying out secretarial/team assistant and clerical tasks essential. Experience in an international environment is an asset.

**Specific professional knowledge:** Good knowledge of office technology, such as MS office, especially Word, Excel, as well as experience with internet use and email. Experience in organizing complex travel arrangements is highly desirable. Experience working with databases and Sharepoint is highly desirable.

**Job-related skills:** Good organizational and planning skills, good writing skills, excellent attention to detail and ability to work with minimal supervision.

**Language requirements (if applicable):** Fluency in spoken and written English is required. Knowledge of other UN working languages is an asset.

### To apply

Candidates whose qualifications and experience match the requirements, 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 31,898 plus other UN benefits as indicated in the link below:**

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