



VACANCY ANNOUNCEMENT

Legal Assistant G-6 Legal Affairs Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
16 December 2022 23:59 hrs CET	VA 22/075/LA	As soon as possible	2 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.

The Legal Affairs Division is accountable for providing legal and procedural advice and services to support (1) the intergovernmental negotiation process, including its governing, subsidiary and constituted bodies, (2) the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and (3) the administration and operations of the secretariat.

Where you will be working

This position is located in the Facilitation to Treaty Implementation Sub-division of the Legal Affairs Division of the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC). The incumbent is under the overall supervision of the Director of the Legal Affairs Division and reports to the Secretary to the Kyoto Protocol Compliance Committee and the Paris Agreement Implementation and Compliance committee, P-4 Legal Officer in the Facilitation to Treaty Implementation Sub-division.

Your responsibilities

The primary focus of the Legal Assistant is the provision of substantive, administrative and logistical support to the constituted bodies meetings of the Kyoto Protocol Compliance Committee and Paris Agreement Implementation and Compliance Committee (PAICC) and related agenda items during meetings of the CMP and CMA respectively. The Legal Assistant will also be required to provide support to meetings of the governing and subsidiary bodies, as well as to other meetings, workshops and events organized by the Legal Affairs Division. In addition, relevant general administrative and office support work may be performed. Tasks will include the following:

- Servicing the Kyoto Protocol Compliance Committee and the PAICC in virtual, hybrid or in-person format, as well as the related agenda items under the CMP and CMA, including assisting in the preparation of pre-, in- and post-session documents, presentations, speaking notes and meeting reports, as well as the related budgetary activities, such as expenditure monitoring and cost projections, administrative and logistical arrangements, preparation of draft summaries, and notes for the bureau of the committees;
- Serving as registrar for the Kyoto Protocol and the PAICC with respect to the management of cases,



- digital and hard-copy case management, record keeping, calculation of timelines, liaising with internal and external stakeholders, and related actions;
- Drafting and processing of pre-, in- and post-session documents, providing input into briefing notes, summary notes and speaking notes prepared for meetings of the Kyoto Protocol Compliance Committee and the PAICC and related agenda items under the CMP and CMA;
 - Assisting in developing and maintaining internal databases for case management and trend analysis; by closely liaising with database developer on the functionalities of the databases, generating a variety of standard and non-standard statistical and other reports from various databases,
 - Contributing to awareness-raising and outreach activities for the Kyoto Protocol Compliance Committee and the PAICC in close collaboration with the Communications and Engagement Division;
 - Working on lay-out, maintaining and updating the UNFCCC internet pages related to the Kyoto Protocol Compliance Committee and the PAICC;
 - Supporting other agenda items under the governing and subsidiary bodies allocated to the Legal Affairs Division, including the preparation of briefing notes, pre-, in- and post-session documents, draft decisions and other related official and non-official documents;
 - Independently handling a variety of complex verbal and written inquiries from internal and external stakeholders, including providing detailed information on processes and procedures related to a range of legal activities, legal instruments and issues related to the intergovernmental process, etc.
 - Providing support to the Legal Affairs Division during conferences and workshops both in and outside of the organization's headquarters, including through supporting the preparation of official documents, supporting outreach to and engagement with Parties, Presiding Officers, Bureau members and other stakeholders in the context of the negotiation process, and undertaking any other tasks as required in preparation for, during and as follow-up to sessions of the governing, subsidiary and constituted bodies, as applicable;
 - Providing general office support services, drafting, editing, proofreading and finalizing for signature/approval a variety of correspondence and other communications; setting up and maintaining files/records (electronic and paper);
 - Performing other ad hoc duties as assigned.

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.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

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: Secondary school (High school) diploma or equivalent.

Experience

Required: Seven (7) years of experience in paralegal work, conference servicing, general office support or related area is required with progressive increase in responsibilities. Experience in an international environment, preferably in a United Nations common system organization or other intergovernmental organization, is desirable. Experience in providing substantive, administrative and logistical support to government or intergovernmental bodies is an advantage.

Language skills

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

Asset: Knowledge of another UN official language.

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>

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 44,580.

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.
