



## VACANCY ANNOUNCEMENT

**Team Assistant, G-4**  
Communications and Engagement Division  
Engagement Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 August 2022 23:59 hrs CET	VA 22/051/C&E	As soon as possible	one year and six months 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 **Communications and Engagement** division serves multiple cross-cutting objectives, including communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders so as to facilitate climate action and increase ambition. The division ensures that the communications work and engagement activities of the secretariat are driven by the outcomes of all processes and bodies.

### **Where will you be working**

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Communications and Engagement division. Under the supervision of the Team Lead, Gender and Action Empowerment unit, you will provide administrative support to the supervisor and the programme officers assigned to the subdivision, coordinates communication flows of the team, operates databases, interfaces and workflows, ensures the accuracy of data; and provides logistical support to meetings and workshops.

### **Your responsibilities**

#### **1. Performs a wide range of office support, secretarial and administrative functions:**

- Responds and drafts routine correspondence and other communications; produces a wide variety of large complex documents and reports, makes final formatting of reports, official documents, and other UNFCCC correspondences;
- Researches, compiles and organizes information and reference materials from various sources for reports, briefings, meetings/conferences etc.; assists in the preparation of presentation materials;
- Supports the programme officers by preparing briefing handbooks and documentation for meetings, collecting and compiling submissions, preparing lists and collecting relevant information, sending draft documents to relevant focal points for in-house circulation and proofreading, incorporating requested changes by editors and responding to requests for information;
- Monitors processes and timelines related to the unit's outputs or tasks; assists in the verification



of submitted or outgoing documents for approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements; follows up to ensure they are processed within deadlines;

- e. Proofreads and checks completeness of official documents, reports, statistical tables and edits texts for accuracy, grammar, punctuation and for adherence to UNFCCC editorial and correspondence style guide;
- f. Takes notes and prepares draft minutes at meetings; and
- g. Performs general administrative tasks (e.g. arrangements for meetings and events, reservations, budget follow-up, etc.), including preparing and/or processing administrative requests/documents (e.g. travel requests, expenditure authorizations etc.).

**2. Coordinates the communication flow of the team:**

- a. Ensures the timely dissemination of routine information both within and outside the team;
- b. Maintains appointment schedules and contact lists, monitors changes and communicates relevant information to appropriate staff.
- c. Responds to routine requests for information, receives visitors;
- d. Reviews, records and routes incoming mail; responds to moderately complex information requests and inquiries and as necessary refers inquiries to appropriate personnel for handling; and follows-up on impending actions according to deadlines and priorities;
- e. Maintains office files, archives and records system (both paper and electronic);
- f. Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing, editing and translation as necessary; coordinates shipment arrangements, courier services, as necessary.
- g. Organizes phone and video conferences as requested.

**3. Operates internal and external databases, web interfaces and/or workflows and ensures the accuracy/completeness of data:**

- a. Maintains internal and/or external databases, web interfaces and/or workflows;
- b. Performs data entry and extraction functions;
- c. Ensures that information and documentation is made available to relevant audience (internal/external) in accordance with applicable procedures;
- d. Generates a variety of standard statistical and other reports, work orders, etc., using various databases;
- e. Uploads/updates relevant sections of the interfaces and websites of the team;
- f. Assists in coordinating software and office equipment support.

**4. Provides logistical support to meetings and workshops:**

- a. Provides logistical support to meetings and workshops;
- b. Establishes and maintains participants database/lists;
- c. Requests and follows up on travel arrangements, including visa requirements, for participants and staff members;
- d. Works closely with staff in the Conference Affairs Services division to organize meetings and workshops, set up of meeting venue, office equipment, transportation services, registration, and document distribution, to make hospitality and local staff arrangements, etc.;
- e. Posts presentations and e-documents on the web following the event.

**5. You will perform any other job-related activity required to achieve the goals and objectives of the Department/Division.**



## **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.

**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**

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**Required** Completed secondary education. Formal education/training in administrative support is an asset.

### **Experience**

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**Required:** At least four year of work experience carrying out office support functions related to the ones of the position.

### **Language skills**

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

**Asset:** Working knowledge of German and/or another United Nations language.

### **Specific professional knowledge or skills**

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Fully proficient computer knowledge of MS office products (Word, Excel, Power Point). Knowledge of SharePoint is highly desirable, knowledge of a Content Management System (CMS) an asset.

Experience working on issues related to gender equality and the empowerment of women and girls is an asset.

## **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:**



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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. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. 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 35,548 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>

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.

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