



## VACANCY ANNOUNCEMENT

### Programme Management Assistant, G-5

(This is a re-advertisement of VA 22/039/CA published in May 2022; candidates who continue to be interested in the position need to apply again)

Conference Affairs Division  
Coordination Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 September 2022 23:59 hrs CET	VA 22/057/CA	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 30 August 2022, Post number: 31043787 Funding: 40 FQA/16806

**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.

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

The position is located in the Conference Affairs division of the UNFCCC secretariat, more specifically in its Coordination Unit, which oversees and coordinates the division's delivery of services, namely (a) providing optimal conference services for the sessions of the UNFCCC governing and subsidiary bodies, as well as for a wide range of workshops and other events; (b) creating an optimal environment for UNFCCC events and facilitating the preparation of Parties and other stakeholders for such events; and (c) planning and coordinating conferences and providing high-quality conference services, including managing the Trust Fund for Participation, documents, meetings and the registration and accreditation of participants. The incumbent will work under the supervision of the Team Lead, Coordination unit.

#### **You will have the following responsibilities**

Within delegated authority, the Programme Management Assistant is responsible for the following duties:

- 1. Supports the coordination of sessions, meetings, workshops, and other events:**
  - a. Assists in the planning and implementation; liaises with secretariat-wide divisions and UN Agencies to solicit, initiate, and review input for completeness and compliance with relevant rules prior to submission for approval.
  - b. Assists in preparing operational services inputs for inclusion in the Host Country Agreements (HCA) and/or Memorandum of Understanding (MoU).
  - c. Provides administrative and logistics support for the day-to-day management of operational services activities including support for the organization of meetings and liaison for outsourced services.
  - d. Assists in coordinating with host country counterparts to ensure timely execution of operational services related tasks. Review and initiate follow-up on actions.



- e. Maintains databases for operational services projects; monitor changes and communicate relevant information to secretariat-wide divisions and UN Agencies focal points.
- f. Compiles, summarizes, and enters data on operational services delivery; monitors the status and undertakes follow-up actions; drafts status reports, identifying shortfalls in delivery and brings to the attention of Supervisor.
- g. Responds or draft responses to correspondence and other communications for the approval of the Supervisor.
- h. Prepares draft presentations for operational services arrangements and coordinates logistical support for the presentation.
- i. Provides guidance and/or training to local staff and volunteers hired to support the sessions, meetings, and workshops.

**2. Supports the administrative and logistical coordination for staff, experts, consultants, and individual contractors in collaboration with relevant units of the secretariat:**

- a. Serves as focal point for administrative coordination of programme/project implementation activities, involving extensive liaison with diverse organizational units, to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, e.g. recruitment and appointment of personnel, travel arrangements, training activities, authorization of payments and disbursement of funds.
- b. Monitors the relevant budget expenditures, comparing expenditures with approved budget allocations to ensure maximum cost savings related to the administrative and logistical arrangements; makes recommendations as required.
- c. Compiles the division's annual procurement plan; supports the liaison with the division teams and Programme Administrative team on further action; and follow-up on timely procurement of equipment, goods and services.
- d. Responds independently to a wide range of requests for specialized administrative information, both inside and outside the secretariat.
- e. Drafts correspondence, memoranda, notes to file and prepares and updates periodic reports, briefing notes.

3. Performs other duties as required.

**Competencies**

**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.

**Being Accountable:** Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

**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, secretarial/commercial training or equivalent.

### **Experience**

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**Required:** At least five (5) years of relevant work experience in an office support function, preferably with two to three years' experience in an international organization and/or the United Nations.

**Asset:** Experience working in an international environment.

### **Language skills**

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

**Advantage:** Knowledge of another UN official language.

### **Specific professional knowledge and skills**

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Excellent planning and organizational skills with a strong service-oriented attitude. Excellent interpersonal and communication skills, flexibility, and strong multitasking capacity, particular in high-pressure situations and under tight deadlines. Ability to work independently, set priorities and stay focused. Experience in handling highly confidential information.

## **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 39,808 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>



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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.

