



VACANCY ANNOUNCEMENT

Staff Assistant

Executive Direction and Management (EDM) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
26 July 2017	VA 17/006/EDM	As soon as possible	One and half 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 Convention secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement 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 and Paris Agreement bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol and Paris Agreement 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.

Where will you be working:

The post is situated within the Executive Direction and Management (EDM) programme. Reporting directly to the Senior Director for Intergovernmental Affairs (D-2), you will be responsible for the smooth running of the Intergovernmental Affairs office as it relates to administrative and secretarial functions.

Expected key results:

- Administrative and secretarial support;
- Well-functioning communication flow.

You will have the following responsibilities:

1. Providing administrative and secretarial support to the Senior Director:
 - a. Maintains calendars/schedules for the Senior Director; communicates relevant information to appropriate staff inside and outside the office; arranges appointments; receives visitors, screens and refers telephone calls and keeps a list of contacts; organizes meetings of the Senior Director, takes minutes and ensures follow-up on assigned issues; makes travel arrangements for the Senior Director, e.g., official documents/visa/LP, hotel reservations, travel itineraries, expense claims, vouchers, etc.
 - b. Drafts and prepares correspondence and other outgoing communications; uses all Microsoft Office applications, including Word, Excel, PowerPoint, SharePoint and others to produce a variety of complex documents, reports and speeches; generates and/or obtains statistical



- tables; researches, compiles and summarizes background material for use in the preparation of reports, correspondence, briefs, speeches; ensures the format of documents, spelling, grammar are in conformity with editorial guidelines, office procedures, channels of communication and protocol, advises other staff within the team with regard to the preparation of correspondence for the signature of the Senior Director, and carries out quality control functions for outgoing correspondence;
- c. Responds to information requests and inquiries; prepares and processes confidential information; coordinates the provision of information with the other offices and programmes; maintains relevant SharePoint sites.
2. Coordinates the communications flow of the office, including following-up of outstanding issues:
 - a. Receives, records and reviews all incoming correspondence; identifies material requiring immediate action and attaches background material; circulates documents/information material received ensuring smooth and efficient information flow within the team; assists the Senior Director in further enhancing information flow, as required;
 - b. Creates and maintains records in the system (electronic and paper) for the team;
 - c. Incorporates and updates information on the UNFCCC internal web site and SharePoint team sites.
 3. Serves as focal point for information relevant to the work of the office and secretariat-wide committees/projects:
 - a. Provides assistance to the Senior Director prior to and during the Conference of the Parties, Subsidiary Body meetings, ad-hoc working committees and panels, and maintains a comprehensive record of meetings documentation and responds to request for information from delegates;
 - b. Acts as logistical and information focal point for other internal and external meetings such as the Management Team and Intergovernmental Planning Committee; liaises with Conference Affairs and Legal Affairs on technical missions, host country agreement and conference staff assignment lists.
 4. Performs any other job-related activity required to achieve the goals and objectives of the secretariat.

What are we looking for:

Educational background

- Required: Completed secondary education.
Asset: Formal secretarial or other related training.

Experience

- Required: At least five (5) years of progressively responsible experience carrying out functions as a Secretary, Personal or Team Assistant, preferably with some experience working in an international organization.

Language skills

- Required: Fluency in English, written and spoken.
Asset: Working knowledge of German is an asset. Knowledge of another United Nations language is desirable.



Specific professional knowledge

Required: Good knowledge of office technology such as MS office package (Word, Excel, PowerPoint), Internet and e-mail application.

Highly desirable: Experience in using databases and other electronic communication software.

What is the selection process:

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Delivering results, Communicating with impact, Working with teams, Being responsive to clients and partners.

How to apply:

Candidates, whose qualifications and experience match with what we are looking for, 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 37,167 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>