



VACANCY ANNOUNCEMENT

Associate Conference Services Officer, P-2
Conference Affairs Division,
Registration and Accreditation Management Team

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
31 August 2025 23:59 hrs CET	VA 25/035/CA	As soon as possible	One year 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.

Where you will be working

The Registration and Accreditation Management Team (RAMT) of the Conference Affairs division oversees the registration and accreditation support for conferences, workshops and events held at its headquarters in Bonn and abroad. It ensures the provision of optimal registration and accreditation services and develops and implements the secretariat's registration and accreditation standards. The team also provides organizational expertise to hosting Parties and organizing divisions for secretariat meetings and workshops held outside Bonn.

You will work under the supervision of the Conference Services Officer leading the Registration and Accreditation team, assisting the Conference Services Officer in overseeing the registration and accreditation support for conferences, workshops and events held at its headquarters in Bonn and abroad. You will also be expected to support automation of processes by applying innovative methods and data analysis. The team also provides organizational expertise to Host Country and organizing divisions for secretariat meetings and workshops held outside Bonn.

Your responsibilities

Within delegated authority, you will be responsible for the following duties:

1. Lead in providing registration support to workshops and climate weeks:
 - a. Supports the coordination with Host Governments, UN agencies and vendors for matters pertaining to registration and accreditation and related equipment and services; including soliciting inputs from secretariat-wide divisions and vendors, and preparation of relevant legal instruments as required.
 - b. Prepares technical reports and briefings concerning the logistical organization related to registration and accreditation for sessions and meetings.
 - c. Prepares draft plans and helps to organize and oversee support services pertaining to registration and accreditation, its related equipment and services, including proposing new registration and accreditation technologies and tools.



- d. Gathers and analyzes service requests received from substantive divisions, and advises on financial, scheduling and other implications on the team as applicable.
 - e. Coordinates the set-up and operations of helpdesk and counters during sessions and meetings.
 - f. Manages calendars of the additional meetings, ensuring their planning, resources, budgeting and providing best-in-class service in collaboration with the Conference Service Officer.
 - g. Interacts and liaises with participants, including high-level attendees, with diplomacy and tact on matters related to registration.
 - h. Performs any other job-related activity required to achieve the overall goals and objectives of the division.
2. Embed a single registration system for all workshops and meetings:
- a. Provides guidance and training to UNFCCC staff on Indico UN registration
 - b. Manages and improves the workflows of Indico UN registration and accreditation processes, including providing guidance and user support, troubleshooting, and follow-up with the ICT sub-division as required.
 - c. Liaises with internal and external stakeholders on matters related to registration and accreditation, provision of conference services and logistical matters.
 - d. Contributes to and maintains standard operating procedures and knowledge management on Indico UN registration and accreditation processes.
 - e. Provides guidance and support for maintaining Indico UN based on information received from focal points of governments, observer organizations and within the secretariat.
 - f. Liaise with UN Geneva on enhancements and further customization of Indico UN to meet UNFCCC conference needs.
 - g. Puts in place plans to further integrate Indico UN with functions around travel, visas and DSA payments.
 - h. Helps in identifying and automation of various processes and provides expert advice in working groups and meetings
 - i. Support in leading pilot projects or innovation initiatives to test new technologies related to registration processes.
3. In the area of Data Analysis and Visualization:
- a. Enables broader use of data sources by applying quality methods standardize the data for analytical use by - creating and maintaining databases and applying other innovative and industry standard strategies that optimize the existing processes.
 - b. Develops reports, dashboards, or other tools to effectively summarize findings and convey information to the division and to the management to support data driven decision making.
 - c. Applies best practices in data storytelling and visualization to ensure clarity and accessibility of presented information
 - d. Maintains existing reports and dashboards and provides statistical analyses on historical trends and generates new statistics to support strategic planning, forecasting, and performance measurement
 - e. With CA colleagues, introduces advanced analytical methods and enables predictive mechanisms, e.g. by using Artificial Intelligence and Machine Learning techniques where applicable.



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.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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.

Learning continuously and knowledge sharing: Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures and applies lessons learned to future activities; Engages colleagues or networks to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in public or business administration, information technology, statistics, international relations or related fields. A first-level university degree in combination with additional qualifying experience of 2 years may be accepted in lieu of the advanced university degree.

Experience:

Required: At least two (2) years of progressively responsible experience related to project or programme management, , operational support and delivery, stakeholder engagement data analysis and business intelligence, management of information systems and tools is required. Experience and knowledge of project management and data visualization platforms such as Microsoft Power BI are required. Experience with an international organization and/or the United Nations is desirable. Specific prior experience in the area of events/conference management is preferred.

Language skills:

Required: Proficiency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.



Specific professional knowledge and skills and Job-related skills:

- Excellent planning and organizational skills with a strong service-oriented attitude, including the skills to effectively interact with a wide range of stakeholders.
- Excellent analytical skills with the ability to collect, organize, manage, and disseminate significant amounts of data/information.
- Adept at database queries, reports and presenting findings; shows willingness to learn new tools and technologies.
- Actively seeks to improve the portfolio of services; offers new and/or innovative means to solve problems or meet client needs.
- Demonstrated project management skills, or certification in project or product management, particularly on information systems and related technology.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may 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. Service is limited to the UNFCCC secretariat.
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 and allowances:
US\$ 55,163
(plus variable post adjustment, currently 40.3% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.