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**TEMPORARY APPOINTMENT**  
**SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**  
**Quality and Project Management (QPM)**

<b>ANNOUNCEMENT NO:</b>	<b>14/TA07/SDM</b>
<b>PUBLICATION DATE:</b>	<b>27 February 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>13 March 2014</b>
<b>TITLE AND GRADE:</b>	<b>Team Assistant (G-4)</b>
<b>INDICATIVE MONTHLY NET SALARY:</b>	<b>Euro 2,682 net, plus UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>11 Months</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>

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### Background

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 and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Process Management unit coordinates the implementation of work programmes of constituted bodies and their panels and working groups and SDM inputs to, and support of, intergovernmental bodies.

### Functions to be performed

The post is located in the Quality Management Team of the Quality and Project Management Unit (QPM) of the Sustainable Development Mechanisms (SDM) programme. The Quality Management team facilitates the development and implementation of processes and tools to support SDM in meeting quality objectives in its products, processes, and services. The team will also facilitate the appropriate streamlining of existing processes and will also identify, prioritise, and introduce new or improved processes as required according to best practise based on their contribution in achieving substantial improvements and/or lowering of the risk of producing unsatisfactory outcomes. The QMT and its envisaged processes is highly dependent on SDM-wide collaboration, support and reliable data and information.

Under the direct supervision of the Team Lead – Quality Management (P-4), the incumbent will provide secretarial and administrative support to the Team Leader and the programme officers, working under general instructions regarding priorities of work. The functions of the Team Assistant include:

- Providing secretarial and administrative support
  - Contributing to the development and maintenance of new and existing processes and new quality management tools
1. Provides general secretarial and administrative support by:
    - Drafting routine correspondence, tables and graphs, formatting reports, official documents, and other UNFCCC correspondence, searching for relevant background material that may be needed for reply; preparing presentations using Power Point; preparing and sending e-mail messages;
    - Supporting the programme officers by collecting and compiling data related to routine operations and other processes;
    - Proof-reading and checking correspondence, reports, data tables and other documents for

- accuracy, format, spelling, grammar, attachments and addresses;
- Editing and formatting process flowcharts (e.g., using MS Visio or similar software).
- Arranging meetings, taking notes and preparing draft minutes; ;
- Updating and maintaining quality management tools and templates, including information on the teams SharePoint website.

2. Contributes to the development and maintenance of new and existing processes and new quality management tools by:

- Providing inputs on format, layout, etc.;
- Testing new tools and templates and giving recommendations for improvement;
- Updating tools and templates as required.

3. Performs any other job related activity required to achieve the goals and objectives of the sub-programme, the programme or the secretariat, including providing back up functions and orientation/training to new staff.

### **Essential Requirements**

**(Only candidates who meet the requirements stated below will be considered.)**

**Education:** Completed secondary education. Formal training related to business administration and/or management is an asset.

**Experience:** A minimum of four years of relevant work experience in a supporting function, preferably in the area of business administration, quality management, or project management. Work experience must include at least two of the following areas:

- Formatting documents;
- Assisting with the further development of work processes and/or quality management tools;
- Proactively identifying, reviewing, and / or providing feedback on improving processes/procedures/workflows.

**Specific professional knowledge and job related skills:**

- Some knowledge of quality management principles, tools, and approaches, or lean / efficiency principles tools, and approaches is an asset.
- Good editing and formatting skills. Familiarity of document templates of a more complex nature is an asset.
- Good planning and organizational skills; good communication skills.
- Experience working with content management systems, preferably SharePoint is an asset. Experience with MS Visio is an asset.

**Language:** Fluency in English, written and spoken essential. Working knowledge of another United Nations language is an asset.

### **To apply**

Candidates, whose qualifications and experience match the requirements, should use the on-line application system available at <http://unfcc.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.**