



## VACANCY ANNOUNCEMENT

### ADMINISTRATIVE SERVICES (AS) PROGRAMME

#### Financial Resources Management Unit (FRMU)

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 12/086/AS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>7 November 2012</b>
<b>DEADLINE FOR APPLICATION</b>	<b>6 December 2012</b>
<b>TITLE AND GRADE:</b>	<b>Team Assistant, G-4</b>
<b>POST NUMBER:</b>	<b>ZRB-2944-G4-009</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>Euro 31,426 plus UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

### Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

### Responsibilities

Under the direct supervision of the Chief of the Financial Resources Management Unit, the Team Assistant provides a wide range of office support, secretarial and administrative functions.

#### A. Administrative and secretarial support

- Logging and distributing invoices to programs for payment processing and following up on the status of the invoices; following up on reminders from vendors; forwarding relevant documentation for filing with the procurement case files;
- Drafting routine correspondence, reports and internal communication on general matters;
- Responding to routine requests for information and when necessary, researching for the related background material;
- Maintaining appointment schedules and contact lists;
- Making travel arrangements for the supervisor and senior sub-unit staff members including flight bookings, hotel reservations, travel requests and claims and liaising with travel and other related units;
- Preparing for meetings, taking notes and preparing draft minutes at team meetings;
- Assisting with the general filing and the systematic archiving system for documents and information material under the new Records Management System;
- Liaising with other units in AS and other programs on administrative issues such as meetings and travel plans, and staff related administrative issues;

- Placing and replying to telephone calls or referring calls to the appropriate staff and opening and redirecting mail and correspondence.

#### B. Financial assistance

- Preparing invoice lists related to official travel of UNFCCC staff;
- Preparing VAT claim documentation for submission to the German Federal Office of Finance;
- Maintaining the imprest account vouchers;
- Processing of private telephone charges for recovery from monthly payroll;
- Preparing and compiling finance documents for filing, as well as the filing of the finance vouchers.

#### C. Integrated Management Information System (IMIS)

- Requesting from UN Offices in Geneva (UNOG) the set-up of IMIS index numbers, vendor and other IDs, as well as, entry of banking details and informing requesting units on status of requests once entered into IMIS;
- Contacting UNOG to follow up pending issues relating to IMIS;
- Entering and processing information and data on IMIS as instructed.

### Essential Requirements

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

- Graduation from secondary school or equivalent with certificate in one of the areas of clerical/secretarial services, or office management. Experiences or formal training in an electronic information management system such as ERP or IMIS highly desirable is an asset.
- At least four (4) years of progressive working experience in administration. At least one (1) year of experience in an international environment is an asset.
- Good understanding of office management with ability to identify priorities.
- Fluency in English. Working knowledge of German or other UN languages is an asset.

### Expected competencies

**Professionalism:** Good understanding of the functions of the post.

**Communication:** Good communication skills (spoken and written), including ability to draft and edit standard correspondence.

**Planning & Organizing:** Good organizational skills and ability to handle work in an efficient and timely manner.

**Client (service) oriented:** Ability to meet time line for delivery of product or services.

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment.

**Technological Awareness:** Fully proficient computer skills include the use of software packages such as Word (including document formatting), Excel, and other relevant software applications.

**Commitment to continuous learning:** Initiative and willingness to learn new skills.

### To apply

Candidates whose qualifications and experience match the requirements for this position, please only 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.**