



## VACANCY ANNOUNCEMENT

### Programme Assistant, G-5 (multiple posts)

Mitigation division

Constituted Bodies and Data Services Subdivision

Choose an item.

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 February 2023 23:59 hrs CET	VA 23/004/M	As soon as possible	One year and six months 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 in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, Article 6 related mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development. 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**

Within the **Mitigation division**, the **Constituted Bodies and Data Services subdivision** provides effective support on matters relating to the proper governance of the constituted bodies of the mechanisms, ensuring well-coordinated services to the bodies and their supporting panels. In addition to supporting the meetings of the constituted bodies, the subdivision will provide procedure development and data and quality assurance services related to mitigation commitments, contributions and cooperative achievement under all legal instruments. The subdivision will provide support to the negotiation process, as related to constituted bodies, to the Intergovernmental Support and Collective Progress subdivision.

### **What you will be doing**

Reporting to the respective Team Lead, P-4, you will contribute to the support of managing, maintaining, upgrading and developing data portals, information hubs, registries, tools and systems and providing data and analytics services, including the analysis of internal and external data related to mitigation commitments, contributions and cooperative achievement under all relevant legal instruments.

### **Your responsibilities**

1. **Revising, checking and processing electronic submissions related to Article 6, ensuring compliance with rules and procedures, and liaising with focal points:**
  - a. Review, for accuracy and completeness, requests and submissions in relation to the mechanisms, ensuring compliance with rules and procedures and process electronic submissions of relevant documentation received through the web interface;



- b. Confirm relevance of documentation received and provide written justification in the event of deviation from rules, or where exceptions are deemed appropriate;
  - c. Conduct due diligence checks on various requests and submissions, identify errors and/or inconsistencies on submitted forms which do not comply with relevant procedures and propose corrective action to supervisor;
  - d. Propose solutions, including for complicated cases, and take initiative to clarify discrepancies or errors in facilitating prompt resolutions.
2. **Operating web interfaces and databases related to the mechanisms' processes, as well as maintaining information for statistical and reporting purposes:**
- a. Operate web interfaces and databases related to mechanisms' processes to ensure smooth electronic workflow operations;
  - b. Review publicly available information regarding the current status of mechanism's activities and take action to display relevant information on the UNFCCC website and related extranets;
  - c. Perform routine checks and implement quality control procedures in relevant databases; support and maintain automated and manual tracking systems where appropriate;
  - d. Process and file documentation on procedures that are supported by the relevant mechanisms' information systems and record status changes;
  - e. Liaise with ICT subdivision on system efficacy and provide feedback and input to the development and acceptance testing of databases and related electronic workflows;
  - f. Maintain information on output of work for statistical and reporting purposes, including for inclusion in various internal and external reports;
  - g. Monitor and update tracking tables for different internal projects and produce pictorial graphs to demonstrate result.
3. **Providing verbal and written guidance to external stakeholders and junior colleagues, including preparation of draft guidelines on internal procedures:**
- a. Liaise independently with external stakeholders on mechanisms' processes, including providing verbal and written guidance to facilitate the correct submission of information;
  - b. Review feedback received from stakeholders and actively seeks to meet clients' needs;
  - c. Coordinate effective distribution of work between team colleagues to facilitate optimal output of work within a consistent timeframe; provide guidance to junior colleagues on the interpretation of documentation; demonstrate leadership and best practices on how to handle and maintain large volumes of information for ease of reference within the team;
  - d. Provide input to establishing best practices, contributing to the revision of internal processes and procedures and suggest options to optimize the management of data through workflow improvements; prepare draft guidelines on internal procedures and quality management system documentation.
4. **Perform any other job-related activity required to achieve the goals and objectives of the division and secretariat.**

### **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.



**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.

**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.

### **Your qualifications**

#### **Educational Background**

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**Required** Completed secondary education. Formal secretarial or other related training an asset.

#### **Experience**

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**Required:** At least five (5) years of relevant work experience carrying out functions as a Secretary / Personal or Team Assistant, with a coordination role preferably with some experience working in an international organization.

#### **Language skills**

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

**Asset:** Working knowledge of German. Knowledge of another United Nations language desirable.

#### **Specific professional knowledge and job-related skills**

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**Desirable:** Good knowledge of office technology such as MS office package (Word, Excel, PowerPoint), Internet and e-mail application; experience in using SharePoint and other electronic communication software is highly desirable; Ability to work independently, setting priorities and staying focused in a busy environment; Ability to work with highly confidential information; Ability to communicate effectively with internal and external stakeholders.



### **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 42,700 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>

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.

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