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**TEMPORARY APPOINTMENT**  
**CONFERENCE AFFAIRS SERVICES (CAS) PROGRAMME**

**Documents Unit**

<b>ANNOUNCEMENT NO:</b>	<b>13/TA32/CAS</b>
<b>PUBLICATION DATE:</b>	<b>23 July 2013</b>
<b>DEADLINE FOR APPLICATION</b>	<b>06 August 2013</b>
<b>TITLE AND GRADE:</b>	<b>Documents Management Assistant (G-4)</b>
<b>INDICATIVE MONTHLY NET SALARY:</b>	<b>Euro 2,658 net, plus UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>starting as soon as possible for 6 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 Conference Affairs Services programme provides comprehensive conference services for all sessions of the UNFCCC Convention and Kyoto Protocol bodies, as well as meetings and workshops organized in the intergovernmental climate change process. These services include conference and working facilities allowing for up to 10,000 participants; liaison with Parties, Observer States, IGOs and NGOs; security and protocol arrangements; registration of participants to sessions and meetings; travel arrangements for participants from Parties eligible for funding; planning and editing of parliamentary documents; and coordination of document registration, translation, reproduction, dissemination and storage.

The Documents Unit of Conference Affairs Services is responsible for the planning and editing of documents, coordinating translation and reproduction, managing the documentation process and ensuring the dissemination and storage of official documents.

**Functions to be performed**

Under the direct supervision of the Head of the Documents Unit and the overall supervision of the Coordinator of the Conference Affairs Services programme, the incumbent assists in the management of the documentation production process for official UNFCCC documents as follows:

- 1) Perform document submission duties by:
  - a) Reviewing, verifying and correcting the format of final draft documents, particularly in relation to non-sessional documents, and submitting the final documents for registration on the Official Documents System of UNOG;
  - b) Creating and sending an electronic "advance version" of each document to the library staff for posting on the UNFCCC website;
  - c) Maintaining and updating the electronic archive (R-drive) of submitted documents;
  - d) Maintaining the unit's current and archive paper files for documents;
  - e) Creating mark-up texts of sessional reports as an aid to translators.
  
- 2) Support the management of documents processing by:
  - a) Acting as a contact person for secretariat staff on documents processing, updates, queries, concerns and requests for information;

- b) Updating document forms and documents processing references as needed; providing colleagues from author programmes with forms, folders and other document supplies upon request;
  - c) Acting as a contact on official documents for library staff, channelling information and changes to records and collaborating with the library to ensure consistency between database and ADLIB catalogue/website records;
  - d) Assisting in the compilation and submission of half-yearly and in-session document forecasts to UNOG;
  - e) Channelling communication on special-case documents to and from Documents Management Unit at UNOG and following up as requested by supervisor;
  - f) Submission and tracking of informal translation requests to UNOG;
  - g) Providing Intranet updates to web staff.
- 3) Maintain and update the unit's internal (Data Portal) documents database by:
- a) Tracking incoming and outgoing documents and changes to the status of documents using the Data Portal document database;
  - b) Receiving documentation updates from programme focal points and inputting changes to database;
  - c) Regularly checking reports and records to ensure data integrity and accuracy;
  - d) Providing supervisor and colleagues with statistics and status reports as required;
- 4) Provide clerical support to the Head of the Documents Unit and perform any other tasks requested by supervisor, including:
- a) Ensuring that unit stationery and supplies are adequately stocked;
  - b) Channelling computer equipment and software problems to colleagues in Information Services, following up as needed;
  - c) Operating the Share Point Documents Management System as needed.

### **Essential Requirements**

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

**Education:** Completed secondary education and secretarial/commercial/publications-related training, or equivalent;

**Experience:** At least (4) years' experience carrying out office support functions, preferably in area of documentation management, publishing, documentation management or a related area. One year should have been in an international environment;

**Specific professional knowledge and job related skills** Very good command of Word, Excel and Adobe software as well as electronic mail and internet browsers in a Windows environment. Experience with customized databases or electronic record tracking is an advantage;

**Language requirements:** Fluency in oral and written English. Knowledge of other official languages of the United Nations and German an asset.

### **To apply**

Candidates, whose qualifications and experience match the requirements, 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.**