



VACANCY ANNOUNCEMENT

Programme Assistant, G-5

Mitigation division

Markets and Non-Markets Support and Stakeholders Interaction Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 October 2024 23:59 hrs CET	VA 24/069/M	As soon as possible	1 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 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

This position is located in the UNFCCC secretariat in Bonn, Germany, in the **Mitigation division**, which supports Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase. Parties will be supported 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, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

Within the **Markets and Non-Markets Support and stakeholders Interaction subdivision**, the **Market & Non-Markets unit**. The incumbent reports to the Team Lead, Market & Non-Market unit, (P-4), which is responsible for coordinating the development of strategies to strengthen the role of market and non-market approaches for achieving the implementation of NDCs and in particular the use of cooperative implementation under Article 6 of the Paris Agreement, ensuring responsiveness to the changing environment and needs of stakeholders.

What you will be doing

You will provide logistical and administrative support to meetings, workshops and related events while also performing a broad range of secretarial and office support functions. You will furthermore operate databases, web interfaces and other workflows ensuring accuracy and completeness, as well as contribute to the design and implementation of certain of the subdivision's activities, liaising with stakeholders and coordinating the respective communication flow.

Your responsibilities

Particular activities will include:



1. Operating web interfaces and databases related to market & non-market approaches, through checking and processing electronic submissions, ensuring compliance with requirements and procedures, and liaising with stakeholders:

- a. Review for accuracy and completeness, ensuring compliance with requirements and procedures; process electronic submissions of relevant documentation received through relevant web interfaces;
- b. Propose solutions for complicated cases and take initiative to clarify discrepancies or errors in facilitating prompt resolutions;
- c. Liaise independently with stakeholder and national focal points, including providing verbal and written guidance to facilitate the correct submission of information;
- d. Maintain and update content on web interfaces and databases relevant to market & non-market approaches to ensure smooth electronic workflow operations;
- e. Review publicly available information regarding databases relevant to market & non-market approaches and take action to display relevant information on the UNFCCC mechanism website and related extranets;
- f. Perform routine checks and implement quality control procedures in relevant databases; support and maintain automated and manual tracking systems where appropriate;
- g. Researches relevant background materials;
- h. Review feedback received from stakeholders and actively seeks to meet client needs;

2. Acts as focal point for the logistical and administrative support to intergovernmental meetings, workshops and side events:

- a. Coordinates to administrative preparations for meetings (venue selection, budget control, contracting, on-site services etc.) with various programmes in the secretariat and external counterparts; ensures under own responsibility that such preparations are implemented on a timely basis; sends out invitations to participants, coordinates their travel, ensures DSA distribution and visa arrangements; liaises with speakers, and ensures all administrative requirements relating to their participation are met;
- b. Provides in-session support to the market and non-market mechanisms substantive team and Parties by participating in planning and implementation of support to negotiations on market- and non-market mechanisms; liaises with concerned support teams, schedules participation of representatives of delegations and co-chairs; manages the market and non-market mechanisms in-box;
- c. Prepares conference-level documents, including spell-check, formatting and compiling of official documents; coordinates the approval process and supports the drafting of agendas and reports;
- d. Updates the market and non-market mechanisms website, writing and revising the content, as necessary; ensures submissions by Parties, Intergovernmental Organizations (IGOs) and Non-Governmental Organizations (NGOs) are uploaded on this website and are appropriately filed.

3. Provides administrative/secretarial support to the design and implementation of team activities:

- a. Compiles, summarizes, and presents basic information/data on specific team related projects, including preparing initial drafts on articles and reporting of the activities of the teams for internal communications purposes;
- b. Coordinates the teams' administrative activities which involves extensive liaison with diverse organizational units to initiate requests, obtain and follow-up on administrative actions, e.g. recruitment and appointment of personnel, travel arrangements and follow-up on official



missions, authorization of payments, disbursement of funds, procurement of equipment and services, etc;

- c. Monitors status of the team's work programme and project proposals and receipt of relevant documentation for review and approval;
- d. Reviews, logs and routes incoming correspondence; follows up on pending issues;
- e. Establishes and maintains a unified, efficient filing system (both paper and electronic);
- f. Assists staff with standard processes, such as travel requests and reports, time reporting, and various contract issues;
- g. Arranges team meetings, drafts reports and tracks follow up activities;
- h. Identifies official missions that require internal collaboration.

4. **Performs any other job-related activity** required to achieve the goals and objectives of the subdivision, the division or the secretariat, including providing back up functions for other team members within the Division.

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.

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	Completed secondary education. Formal education/ training as secretary an asset. A completed first level university degree is an asset, in which case the relevant work experience required for the position will be reduced to three (3) years.
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Experience

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

Language skills

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

Advantage: Working knowledge of German and/or another United Nations language is an asset.

Specific professional knowledge or skills

Other: 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 focussed 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. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. 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. 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 44,919 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.
