



VACANCY ANNOUNCEMENT

Programme Assistant, G-5
Means of Implementation Division
Climate Finance, Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
10 March 2023 23:59 hrs CET	VA 23/019/MOI	As soon as possible	One year 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 will you be working

This position is located in the UNFCCC secretariat in Bonn in the Means of Implementation division, and more specifically in the Climate Finance subdivision, which supports climate finance work to enable enhanced implementation of the Convention and the Paris Agreement, which will be the priority for the biennium.

Reporting to the Team Lead, Policy and Analysis unit, you will provide critical assistance to a range of programme and administrative functions related to climate finance policy and analysis. This is performed through processing of information on climate finance, provision of support in the development and maintenance of climate finance databases and related information management tools, and provision of programme support to the Manager and Team Lead. The Policy and Analysis unit enables enhanced implementation of climate finance related mandates through coordination of work within and outside of secretariat processes.

You will have the following responsibilities

Specifically, you will be responsible for:

1. Ensuring programme support for processing information and data on climate finance:

- Extracts and records financial information on support provided and mobilized through public interventions from national reports of developed country Parties, including national communications and biennial reports common tabular formats, and verifies the data to ensure that accurate and timely information is provided to the Team Lead;
- Extracts and records financial information on support needed and received from national reports of developing country Parties, inter alia, national communications, biennial update reports, nationally determined contributions, national adaptation plans and verifies the data to ensure that accurate and timely information is provided to the Manager and the Team Lead;
- Records data on climate finance from other reports of developed and developing country Parties, reports of the Operating Entities of the Financial Mechanism, reports of multilateral developments banks, OECD statistical system, and other relevant databases;



- d. Supports the subdivision in identifying and extracting data on climate finance flows and needs of developing countries from other potential sources of information and databases;
- e. Generates reports and prepares statistics on climate finance and capacity-building data including charts and graphs as required.

2. Ensuring programme support for the development and maintenance of climate finance databases and information management tools:

- a. Assists in the development and maintenance of centralized database for recording and processing data on climate finance for use in the preparation of biennial assessment and overview of climate finance flows, the report on determination of needs of developing country Parties related to implementing the Convention and the Paris Agreement, subdivisions's input to the compilation and synthesis of national reports, and other relevant technical reports;
- b. Verifies and uploads data from national reports and the reports of the Operating Entities of the Financial Mechanism in the climate finance data portal;
- c. Creates and maintains working space in the SharePoint site to facilitate data analysis and drafting processes in the preparation of technical reports;
- d. Supports the identification of improvements and implementation of updates in the modules in the climate finance data portal;
- e. Develops and maintains online registration systems for participants in workshops and technical meetings organised by the unit;
- f. Liaises with ICT and other relevant programmes to resolve issues/problems related to information management tools utilized by the subdivision;
- g. Provides user-support, guidance, and training to internal and external users of the centralised database, online registration system, working space in the SharePoint site, and other information management tools utilized by the subdivision and the Unit;
- h. Supports the implementation of information management projects entrusted to the sub-programme, especially projects aimed at enhancing access to information on support provided to developing countries and improving processing of online registration.

3. Providing administrative support to the Manager and Team Lead:

- a. Provides administrative support in the preparatory phases of biennial assessment and overview of climate finance flows, the report on determinations of needs of developing country Parties related to implementing the Convention and the Paris Agreement, and other technical reports;
- b. Coordinates invitation and registration for expert meetings, technical workshops, other inter-sessional events organised by the subdivision and the Unit;
- c. Provides technical and logistical support to the planning and implementation of technical events;
- d. Makes logistical arrangements, contacting participants, arranging hotel reservations, initiating travel requests and maintaining the participants' travel arrangements in liaison with the relevant units to conduct follow-ups to ensure completion of related travel arrangements within timeframe set;
- e. Provides assistance to the Manager during the Conference of the Parties, subsidiary body meetings or working groups; maintains a comprehensive record of meeting documents; responds to requests for information from delegates;

4. Performs any other job-related activity required to achieve the goals and objectives of the secretariat.



Competencies

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

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.

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.

Experience

Required: At least five (5) years of experience in providing programme support functions relevant to the functions of the post such as collecting data, processing information, information management, and working with databases. Previous experience in organising meetings and workshops would be an asset. Experience in document formatting is an asset.

Language skills

Required: Fluency in English, written and spoken. Knowledge of another United Nations language desirable. Working knowledge of German an asset.

Specific professional knowledge and skills

Proficiency in Microsoft packages, including excel and word. Knowledge of data portals, databases and electronic communication software gained through applying these tools. Knowledge of climate finance and/or capacity building databases is desirable. SharePoint experience would also be an asset. Attention to detail and good organisational skills are required.



Excellent coordination and communication skills:

Ability to collaborate effectively with the team members and with other teams;
Proficiency at working in a Windows environment, especially with regards to Word and Excel and in utilizing internet resources;
Knowledge of a style guideline/template for formatting official documents;
Attention to details.

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.

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.
