



VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Process Management Unit (PMU)

VACANCY ANNOUNCEMENT NO:	VA 13/007/SDM
PUBLICATION/TRANSMISSION DATE:	16 January 2013
DEADLINE FOR APPLICATION:	14 February 2013
TITLE AND GRADE:	Programme Assistant, G-5
POST NUMBER:	CDM-2933-V510-G5-004
INDICATIVE NET ANNUAL SALARY:	Euro 35,722 plus UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY:	As soon as possible

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 Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The core responsibility of the Process Management Unit (PMU) is to ensure that meetings of all bodies are organized and conducted in an efficient manner, including through the provision of policy and strategic advice to Chairs and Vice-Chairs, and that relevant procedures are applied in all processes.

Responsibilities

The incumbent is responsible for the coordination and quality control of documents related to the CDM Executive Board (CDM EB), providing direct support to meetings of the CDM EB including travel, logistics and memberships issues.

1. Coordinates programme planning, and the preparation work for medium-sized and complex sub-programme initiatives in support of documentation of the CDM EB; coordinates (obtaining necessary clearances), monitors and checks final documents for the CDM EB to ensure adherence to editorial style guides, formatting standards and CDM practices, as well as adherence to CDM EB document control procedures related to preparation, revision, publication of official documentation of the CDM EB, ensuring accuracy of data and providing document support prior to and during the UNFCCC sessions;
2. Operates independently, the electronic workflow system (databases/web interfaces) in support of CDM EB meetings by performing procedural steps to edit and maintain various sections of the UNFCCC CDM website; provides technical instructions and guidance to members of the CDM EB related on the use of electronic communication tools and databases; provides appropriate guidance to CDM stakeholders on procedures and relevant options applicable to general and case-specific procedural matters; assesses requests for clarification/assistance and procedural submissions to determine applicability of existing procedural frameworks, highlighting exceptional cases for substantive guidance or escalation as appropriate;

3. Assists in the coordination of work related to the membership of the CDM EB by checking information to ensure that accurate data is available to Legal Affairs, the CDM EB and UNFCCC constituencies; prepares and follows up on the signing of oaths of service by CDM EB members, ensuring conflict of interest statements are signed by the EB members and posted on the UNFCCC CDM website;
4. Coordinates the logistical preparation for meetings of the CDM EB, its retreats and related events, including supporting the drafting of agendas and reports; serves as SDM focal point for queries of the members of the Board, ensuring attendance, processing and following up on administrative actions; responds to complex as well as general information requests and enquiries related to Board matters and channels specific information-requests to relevant colleagues in the team; ensures that observer-requests to participate in CDM EB meetings follow established procedures and providing logistics support prior to and during the UNFCCC sessions.

Essential Requirements

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

- Completed secondary education. Administrative, secretarial, commercial training or equivalent is an asset.
- At least five (5) years of relevant work experience in the areas of project or programme management, meeting management, coordination, documentation management; or related area. At least two (2) years of work experience in a multicultural or international setting is an asset.
- Excellent knowledge of Microsoft Office Packages, knowledge of the mandate and work processes of the SDM Programme an asset.
- Excellent command of written and spoken English. Working knowledge of other United Nations languages is an asset.

Evaluation criteria

Professionalism: Very good understanding of the functions of the post.

Communication: Very good communication skills (spoken and written) including ability to draft and edit standard correspondence.

Planning & Organizing: Very good organizational skills and ability to handle work in an efficient and timely manner. Ability to set and meet priorities.

Client (service) oriented: Proven service-oriented approach to tasks.

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

Technological awareness: Fully proficient computer skills including the use of software packages such as Word (including document formatting), Excel, Power Point, internal databases and other relevant software applications.

Commitment to Continuous learning: Proactive and mature attitude towards self-development.

How 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.**