



VACANCY ANNOUNCEMENT
EXECUTIVE DIRECTION AND MANAGEMENT (EDM) Programme
Office of the Executive Secretary

ANNOUNCEMENT NO:	VA 13/054/EDM
PUBLICATION DATE:	18 July 2013
DEADLINE FOR APPLICATION	16 August 2013
TITLE AND GRADE:	Correspondence Assistant, G-6
POST NUMBER:	FCA-2911-G6-002
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 supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Responsibilities

This position is located in the Executive Direction and Management programme and more specifically in the Office of the Executive Secretary which coordinates outreach activities to a broad range of stakeholders including other agencies and the Secretary-General's office; provides support to secretariat-wide internal management; coordinates internal oversight and work processes to improve efficiency; and coordinates overall support to the Executive Secretary's missions and strategic communications. Bearing in mind the need for confidentiality and discretion, the incumbent of the post is accountable for the efficient and effective processing of official executive correspondence and ensuring a high quality standard of outgoing correspondence. He/she is responsible for coordinating the work of the secretariat's travel plan.

He/she will work under the general supervision of the Chief of Staff and the direct supervision of the Programme Officer leading the Executive Secretary's Support Team. The incumbent:

1. Ensures the high-quality standard of executive correspondence by:
 - a. Reviewing all out-going correspondence under the Executive Secretary's name, ensuring substantive consistency and adherence to format, grammar, punctuation and style as appropriate;
 - b. Drafting routine and more complex correspondence for signature directly required from the Executive Secretary or senior staff in EDM; conducting the necessary research;
 - c. Providing advice and assistance to all staff regarding the preparation of executive correspondence;

- d. Identifying correspondence management issues and developing resources and ways to improve processes and services.
2. Oversees and supervises the staff handling executive correspondence by:
 - a. Reviewing and directing all incoming correspondence that is either addressed to the Executive Secretary or requires attention from the Office of the Executive Secretary;
 - b. Assigning correspondence to relevant programmes; determining who should draft replies and whether they require the Executive Secretary's signature;
 - c. Maintaining an electronic tracking system for action required and being directly accountable for timely responses, coordination and pro-active follow-up by all programmes;
 - d. Analysing possible problems in information flow and timely responses, and initiating corrective actions;
 - e. Anticipating peak periods and absences and ensuring adequate resources and staff are in place.
 3. Be responsible for various electronic databases and tracking systems, including the Travel Plan by:
 - a. Developing and/or recommending changes and enhancements of existing databases, lists and tracking systems;
 - b. Ensuring the integrity of data, including establishing archiving protocols and trouble-shooting problems or referring technical problems to ITS;
 - c. Monitoring the official Travel Plan of the organization, recommending specific programmes for participation in meetings, ensuring that no back-logs occur and that the Plan is always kept up-to-date; signing outgoing replies and/or preparing or approving drafts of reply letters to be signed by the Executive Secretary, Chief of Staff or Programme Officer leading the Executive Secretary's Support Team.

Essential Requirements

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

Education: Completed secondary education together with secretarial or other related training.

Experience: At least seven (7) years of progressively responsible relevant experience, preferably in an international organization.

Specific professional knowledge Good computer skills, including good knowledge of text processing (Word) software.

Job-related skills: Ability to work with confidential and sensitive information in a professional and confident manner; excellent communication skills both verbally and in written form. Supervisory experience is an asset.

Language requirements: Fluency in spoken and written English is essential. Good knowledge of German, French and Spanish is highly desirable.

Expected competencies

Professionalism: Very good understanding of the functions, organization and procedures of the secretariat; Ability to demonstrate considerable initiative; Effective research and problem solving skills.

Communication: Excellent communication skills (spoken and written) in English and other languages as required by post; Ability to draft and edit documents and correspondence on a range of topics.

Planning & Organizing: Excellent organizational skills; Ability to prioritise own work programme and that of more junior staff; Ability to deliver assignments in a timely and efficient manner.

Client (service) orientation: Ability to demonstrate a service-oriented approach to tasks.

Teamwork: Very good interpersonal skills; Ability to establish and maintain effective working relations in a multi-cultural environment.

Technological Awareness: Fully proficient computer skills and use of software such as Word (including document formatting), Excel and Power Point, internal databases and other relevant software applications; depending on assignment, advanced skills in specific applications may be required.

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

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.**
3. **Indicative Net Annual Salary: Euro 40,010 plus other UN benefits as indicated in the link below:**

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>