



VACANCY ANNOUNCEMENT
EXECUTIVE DIRECTION AND MANAGEMENT (EDM) PROGRAMME AND
LEGAL AFFAIRS PROGRAMME

ANNOUNCEMENT NO:	VA 14/004/EDM/LA
PUBLICATION DATE:	03 January 2014
DEADLINE FOR APPLICATION	01 February 2014
TITLE AND GRADE:	Administrative Assistant, G-4
POST NUMBER:	ZRB-2944-G4-015
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.

The Legal Affairs (LA) programme provides legal advice and support to the Convention and Protocol bodies, Parties and the secretariat so that the Convention and its Kyoto Protocol are implemented, and the associated intergovernmental process and the operations of the secretariat are conducted in accordance with legal, procedural and institutional requirements. It also facilitates the effective operation of the compliance mechanism in support of the environmental integrity of the Kyoto Protocol and the credibility of the market-based mechanisms.

Responsibilities

The Administrative Assistant position is located in the Office of the Executive Secretary and the Management & Coordination Unit of Legal Affairs. The incumbent reports to the Associate Programme Management Officer, working under general instructions regarding priorities of work. He/She provides a wide-range of financial, administrative and office support functions to both the Executive Direction and Management and Legal Affairs programmes. The functions of the Administrative Assistant include:

- Administrative support to both programmes in the areas of finance, procurement and travel
 - Support to recruitment processes and human resource issues
 - General administrative support
1. Provides administrative support to both programmes in the areas of finance, procurement and travel. Activities include but may not be limited to:
- a. Processing financial transactions in the Integrated Management Information System (IMIS) related to the payment of vendors, individual contractors and consultants, ensuring that all necessary supporting documentation is available and following up on clearances as needed;
 - b. Preparing purchase requests for goods and services, liaising with the Procurement unit on further action and ensuring timely invoice clearance and payment;

- c. Creating obligation documents in IMIS for the purchase of goods and services, scrutinizing supporting documents for completeness and accuracy;
 - d. Assisting in the compilation of input for the EDM and LA procurement plans;
 - e. Creating travel requests and travel claims relating to the official travel of staff, interviewees and consultants/experts in IMIS;
 - f. Liaising with the Administrative Services programme for timely issuance of tickets, visas, laissez-passers, travellers cheques and Daily Subsistence Allowance payments;
 - g. Keeping a record of travel advances and outstanding claims, ensuring that all advances are settled within the allotted deadlines, liaising with Travel Focal Points and staff assistants as needed.
2. Provides support to recruitment processes and human resource issues. Activities include but may not be limited to:
- a. Arranging for interviews by liaising with short-listed candidates, panel members, the recruiting manager and Human Resources Unit by making all logistical arrangements including travel of external candidates when appropriate, and preparing case files for the Review Board;
 - b. Creating obligations in IMIS for Individual Contractors and Consultants, liaising with them as necessary to ensure that all required supporting documentation is uploaded into the consultant database;
 - c. Making payments to Consultants and Individual Contractors by referring to payment schedules, ensuring that all supporting documentation is available;
 - d. Monitoring entries in the Time and Attendance System, providing guidance to staff members, reporting issues and liaising with the responsible Human Resources Assistant as needed;
 - e. Entering Time and Attendance balances into IMIS;
 - f. Providing induction and orientation to new staff members/consultants/daily staff/interns and arranging for their office space and equipment;
3. Provides general administrative support. Activities include but may not be limited to:
- a. Maintaining the Programme Administrative Team files both paper and electronic;
 - b. Maintaining files of rules, regulations, administrative instructions and other related documents relevant to the work of the Programme Administrative team;
 - c. Drafting correspondence, memoranda, notes to file and other documents;
4. Performs any other job related activity required to achieve the goals and objectives of the programmes or the secretariat.

Requirements

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

Education: Completed secondary education essential.

Experience: At least four (4) years of relevant experience in an office support function, including performing administrative duties related to finance, accounting, human resources management and/or travel essential. At least one year of experience in an international environment is highly desirable.

Specific professional knowledge: Experience with Information Management Systems an asset.

Job-related skills: Ability to apply administrative rules and regulations essential. The incumbent must be flexible, well organized, service oriented and stress resilient.

Language requirements: Excellent written and spoken English essential. Working knowledge of German is 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.**
3. **Indicative Net Annual Salary: Euro 31,898 plus other UN benefits as indicated in the link below:**

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