



VACANCY ANNOUNCEMENT

Programme Assistant, G-5
Operations Coordination Department
Resource Mobilization and Partnership Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 June 2021 23:59 hrs CET	VA 21/026/OC	As soon as possible	One and half 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, Germany, in the Resource Mobilization and Partnerships (RMP) subdivision, which provides strategic support and advice to ensure a coherent secretariat-wide approach to resource mobilization and partnerships through coordination, policy support, processes, capacity-building and development of the required intelligence, tools, resources and services.

Located within **Operations Coordination**, which collaborates with Programmes Coordination and the Executive, the RMP subdivision develops, coordinates and facilitates partnerships with Parties and non-Party stakeholders to create impact and/or secure financial, human and material resources to enable the secretariat to carry out its mandated work.

Reporting to the Chief, RMP (P-5), Operations Coordination, with reporting line to the Director (D-2), Operations Department, the Programme Assistant is assigned the following responsibilities:

You will have the following responsibilities

1. Supporting the work of the Resource Mobilization and Partnership subdivision, you will:

- Conduct background checks on potential partners;
- Support analysis and research of information on various stakeholders and potential partners;
- Assist with the creation of partnerships concepts, and calls for partnerships;
- Assist with the review of partnership proposals;
- Assist in drafting MOUs and partnership agreements;
- Assist in the development of required documentation for donors (project proposals, grant agreements, acceptance letters, etc.);
- Develop SOPs, templates and information guides, in supporting other organizational units to ensure partnership agreement processes are followed;
- Ensure streamlined flow of reports and requests for inputs for different strategic and corporate documents, as applicable.



2. Providing support to the subdivision communication activities, you will:

- Draft and distribute fundraising letters, information packages and conduct follow-ups under the direction of the Chief;
- Follow up and respond to request and queries from institutional partners, and independently draft general correspondence on administrative matters in support of the subdivision;
- Assist in developing communication materials including marketing brochures for resource mobilization and partnerships.

3. Maintaining the RMP website and databases, you will:

- Monitor Resource Mobilization and Partnerships mailboxes;
- Maintain, expand and update the contacts and stakeholder engagement database, email groups, lists, rosters, workspaces, etc.;
- Assist in maintaining the Partnerships website, including posting calls for partnerships;
- Assist in posting partnership articles on UNFCCC Newsroom in coordination with the Communications and Engagement division.

4. Providing administrative/logistical support to the subdivision, you will:

- Engage in the coordination and logistical preparations for resource mobilization and partnership activities and events;
- Coordinate the subdivisions' administrative activities, liaising extensively with diverse organizational units to initiate requests, obtain approvals, and follow up on administrative actions;
- Support maintaining and updating work programme information and content on the subdivision on appropriate sites (SharePoint, UNFCCC website, workspaces, as well as other internal and external channels);
- Draft general correspondence;
- Assist in the recruitment activities of the subdivision;
- Review, route incoming correspondence, following up on pending issues;
- Provide administrative support to the Chief;
- Arrange subdivision meetings, drafting minutes and tracking follow up activities.

You will perform any job-related activity required to meet the overall goals and objectives of RMP and secretariat-wide mandate, including providing back up functions for other subdivision members.

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 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 subdivision are complete, accurate and of the highest



quality; takes corrective action to address issues that compromise compliance or delivery.

Working with Subdivisions: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the subdivision; Recognizes opportunities to enhance subdivision effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with subdivision decisions, even when such decisions differ from own position; Encourages the participation of all members of the subdivision regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for subdivision accomplishments and accepts joint responsibility for subdivision shortcomings.

Your qualifications

Educational Background

Required Completed secondary education.

Highly Desirable: Formal secretarial, administrative or other related training.

Experience

Required: At least five (5) years of work experience carrying out secretarial and administrative duties matching the functions of the post, with some experience working in an international organization.

Asset: Understanding of resource mobilization and partnerships, climate change, sustainable development, economics, or social issues is an asset.

Language skills

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

Specific professional knowledge or skills

- Excellent organizational, planning and time management skills;
- Ability to liaise well with others and work with subdivisions;
- Strong oral and written communication skills;
- Results-orientation and problem-solving skills.

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



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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. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. 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 37,167 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.
