



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

Staff Assistant, G-5 Legal Affairs Division

(This is a re-advertisement of VA 22/TJO19/LA published in July 2022; candidates who continue to be interested in the position need to apply again)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
6 January 2023 23:59 hrs CET	22/TJO31/LA	As soon as possible	364 days, with the possibility of extension	Bonn, Germany

Publication date: 08 December 2022, Post number: 30503781, Funding: 40 FCA

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.

The Legal Affairs Division is accountable for providing legal and procedural advice and services to support (1) the intergovernmental negotiation process, (2) the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and (3) the administration and operations of the secretariat are conducted in accordance with decisions of the COP, the CMP and the CMA and applicable UN regulations, rules and policy.

What you will be doing

You will provide administrative and organizational assistance to the Director of the Legal Affairs Division; coordinate the communication flow within and outside the division; and serves as focal point for information relevant to the division's work programme.

You will have the following responsibilities

Specifically, you will be responsible for:

1. Providing administrative and organisational assistance to the Director:

- a. Performing the full range of office management functions under minimal supervision; Maintaining calendars/schedules and to-do lists for the Director; communicating relevant information to appropriate staff inside and outside the office; arranging appointments and filing documents in hard copy and electronically;
- b. Organizing meetings of the Director, taking minutes and ensuring follow-up on assigned issues; making travel arrangements for the Director;
- c. Using MS office application as well as SharePoint, producing a variety of complex documents, reports and speeches; assisting in the preparation of presentation materials, etc;
- d. Updating website;
- e. Compiling and summarizing background material for use in the preparation of reports, correspondences, briefs, speeches;



- f. Ensuring the format of documents adheres to UNFCCC editorial and correspondence style guide, proofreading and checking completeness of official documents;
- g. Advising staff within the team with regard to the preparation of correspondence for the signature of the Director, carrying out quality control functions for outgoing correspondence;
- h. Providing general assistance to other office support staff, as required;
- e. Drafting or responding to a wide range of correspondence and information requests and inquiries; preparing and processing confidential information; maintaining relevant SharePoint sites.

2. Coordinating the communication flow within and outside of the division:

- a. Maintaining liaison with the Executive Office and with senior management in other divisions regarding on-going programmes/projects and other administrative matters; monitoring and following up on matters and processes related to the unit's outputs, products, tasks, etc.;
- b. Ensuring smooth and efficient information flow within the division, assisting in the establishment of office procedures, and ensuring channels of communication and procedures are followed;
- c. Receiving, recording and reviewing all incoming correspondence; identifying issues requiring immediate action; circulating documents/information material received, ensuring smooth and efficient information flow within the division; assisting the Director in further enhancing information flow, as required;
- d. Creating and maintaining records (electronic and paper) for the Director;
- e. Incorporating and updating information on Intranet and SharePoint team sites.

3. Serves as focal point for information to secretariat-wide committees/projects:

- a. Providing assistance in the coordination of service-wide activities, special projects and events;
- b. Providing assistance to the Director prior to and during the Conference of the Parties, Subsidiary Body meetings, ad-hoc working committees and panels;
- c. Acting as division focal point for internal and external meetings and working groups.

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

Competencies

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

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.

Your qualifications

Educational Background

Completed secondary education. Formal secretarial or other related training an asset.

Experience

At least five (5) years of relevant work experience carrying out functions as a Secretary, Personal or Team Assistant. Experience working in an international organization is desirable

Language skills

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

Specific professional knowledge and skills

Good knowledge of office technology such as MS office package (Word, Excel, PowerPoint), Internet and e-mail application; experience in using SharePoint and other electronic communication software is highly desirable;

Ability to work independently, setting priorities and staying focussed in a busy environment;

Ability to work with highly confidential information;

Ability to communicate effectively with internal and external stakeholders.

What is the selection process

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

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. 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.



Page 4

3. Indicative net monthly salary: Euro 3,558 plus other UN benefits, 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.

The UNFCCC secretariat has been made aware of various correspondence, being circulated via e-mail, from Internet web sites and via regular mail or facsimile, falsely stating that this correspondence is issued by, or in association with the UNFCCC secretariat and/or its officials. These scams, which may seek to obtain money and/or in many cases personal details from the recipients of such correspondence, are fraudulent.

Please see link below for more information:

<https://unfccc.int/this-site/fraud-alert>