



VACANCY ANNOUNCEMENT

Team Assistant, G-4
Adaptation Division
Vulnerability Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
4 May 2023 23:59 hrs CET	VA 23/047/A	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 20 April 2023, Post number: 30515811, Funding: 40FCA/16803

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 you will be working

This position is located at the UNFCCC Secretariat in Bonn, Germany, within the Adaptation division and more specifically in the Local Communities and Indigenous Peoples Platform (LCIPP) Unit under the Vulnerability subdivision. The platform was established to strengthen the knowledge, technologies, practices, and efforts of local communities and indigenous peoples related to addressing and responding to climate change, to facilitate the exchange of experience and the sharing of best practices and lessons learned on mitigation and adaptation in a holistic and integrated manner and to enhance the engagement of local communities and indigenous peoples in the UNFCCC process.

The LCIPP unit is responsible for supporting the work under the LCIPP, including support to the Facilitative Working Group (FWG) of the LCIPP in its effort to facilitate the implementation of the platform's three functions:

- Promote the exchange of experiences and best practices
- Building capacity for engagement
- Integrating diverse knowledge systems in the designing and implementing climate policies and actions

You will have the following responsibilities:

Under the supervision of the Team Lead of the unit, you will provide administrative support to the supervisor and the programme officers assigned to the unit, coordinates communication flows of the team, operates databases, interfaces and workflows, ensures the accuracy of data; and provides logistical support to meetings and workshops.

1. Performing a wide range of office support, secretarial and administrative functions for the LCIPP unit (80%) and for the manager of the subdivision (20%):

- a. Responds and drafts routine correspondence and other communications; supports the development of a wide variety of large complex documents and reports, makes final formatting of reports, official documents, and other UNFCCC correspondence;



- b. Researches, compiles, and organizes information and reference materials from various sources for reports, briefings, meetings/conferences etc.
- c. Assists in the preparation of presentation materials;
- d. Supports the programme officers by preparing briefing handbooks and documentation for meetings, collecting and compiling submissions, preparing lists and collecting relevant information, sending draft documents to relevant focal points for in-house circulation and pre-editing, incorporating requested changes by editors and responding to requests for information;
- e. Monitors processes and timelines related to the unit's outputs or tasks; assists in the verification of submitted or outgoing documents for approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements; follows up to ensure they are processed within deadlines;
- f. Proofreads and checks completeness of official documents, reports, statistical tables and edits texts for accuracy, grammar, punctuation and for adherence to UNFCCC editorial and correspondence style guide;
- g. Takes notes and prepares draft minutes at meetings; and
- h. Performs general administrative tasks (e.g. arrangements for meetings and events, reservations, budget follow-up, etc.), including preparing and/or processing administrative requests/documents (e.g. travel requests, expenditure authorizations etc.).

2. Coordinating the communication flow of the team:

- a. Ensures the timely dissemination of routine information both within and outside the team;
- a. Follows-up on pending issues according to deadline and priorities;
- b. Maintains appointment schedules and contact lists, monitors changes, and communicates relevant information to appropriate staff;
- c. Responds to routine requests for information, and receives visitors;
- d. Reviews, records, and routes incoming mail;
- e. Responds to moderately complex information requests and inquiries and as necessary refers inquiries to appropriate personnel for handling; and follows-up on impending actions according to deadlines and priorities;
- f. Maintains office files, archives, and records system (both paper and electronic);
- g. Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing, editing and translation as necessary; coordinates shipment arrangements, courier services, as necessary.

3. Operating internal and external databases, web interfaces and/or workflows and ensures the accuracy/completeness data:

- a. Maintains internal and/or external databases, web interfaces and/or workflows;
- b. Performs data entry and extraction functions;
- c. Ensures that information and documentation is made available to relevant audience (internal/external) in accordance with applicable procedures;
- d. Generates a variety of standard statistical and other reports, work orders, etc., using various databases;
- e. Uploads/updates relevant sections of the interfaces and websites of the team;
- f. Assists in coordinating software and office equipment support.

4. Providing logistical support to meetings and workshops:

- a. Provides logistical support to meetings and workshops;
- b. Establishes and maintains participants database/lists;



- c. Requests and follows up on travel arrangements, including visa requirements, for participants and staff members;
 - d. Works closely with staff in the Administrative Services and Conference Affairs divisions to organize meetings and workshops, including payment of daily subsistence allowance, finalization of Memoranda of Understanding, set up of meeting venues, office equipment, transportation services, registration, and document distribution, hospitality and local staff arrangements, etc.;
 - e. Coordinates the services of local staff on-site, prepares registration packages for participants, and arranges for the distribution of documents and background papers
 - f. Posts presentations and e-documents on the web following the event;
 - g. Provides technical support for virtual meetings.
5. **Performs any other job-related activity** required to achieve the goals and objectives of the subdivision, the division and/or the secretariat.

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.

Communicating with impact. Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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.

Your qualifications

Educational Background

Required: Completing secondary education is required. Formal education/training as secretary an asset. Education in a topic related to climate adaptation (such as climate science, ecology, environmental studies, economics, sustainable development, international relations, or a related discipline) is an asset.



Experience

Required: At least four (4) years of work experience carrying out office support functions related to the ones of the position is required. At least one (1) year of the total 4 must include working in an international environment. Experience in data management, logistical support to in-person and virtual meetings and workshops is an asset. Familiarity with UN rules and regulations is an asset. Experience with webpage administration is an asset.

Language skills

Required: Fluency in English, written and spoken is required. Working knowledge of German and/or another United Nations language is an asset.

Specific professional knowledge and skills

Required: Fully proficient computer knowledge of MS office products (Word, Excel, Power Point). Knowledge of SharePoint is required, knowledge of a Content Management System (CMS) an asset.
Demonstrated oral and written communication skills are required.
Skills in editing documents is an asset.
Familiarity with the UNFCCC intergovernmental support process and related negotiations is an asset.

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 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. 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 38,134 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.