



## VACANCY ANNOUNCEMENT

### Programme Assistant, G-5 Means of Implementation Division Capacity-building Subdivision

| Deadline for application       | Announcement number | Expected date for entry on duty | Duration of appointment                | Duty Station  |
|--------------------------------|---------------------|---------------------------------|--|---------------|
| 8 August 2021<br>23:59 hrs CET | VA 21/041/Mol       | As soon as possible             | One 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.

The **Capacity-building subdivision** administers the “Capacity Award Program to Advance Capabilities and Institutional Training in one Year” (CAPACITY) Fellowship programme. The Fellowship programme aims to strengthen institutional capacity of SIDS and LDCs through the development of local professional expertise on climate change. Recruited fellows will be distributed among divisions in the UNFCCC secretariat, whose work will be in direct support of secretariat mandates. The Means of Implementation division (MOI) regularly reports to the Conference of the Parties as part of the secretariat capacity building efforts.

#### **Where will you be working**

The position is located in the Capacity-building subdivision and supports the mobilization of financial resources, international cooperation on technology development and transfer and capacity-building to enable enhanced action by Parties related to climate change.

Reporting to the Manager, P-5, Capacity-building subdivision and the Director, MOI, you will be responsible for supporting the reporting on the outcome and results of the CAPACITY Fellowship Programme to the Conference of the Parties, effective management of the Fellowship Programme and the efficient administration and delivery of the logistics of the Programme.

#### **Your responsibilities**

- 1. Supporting programme delivery including documentation and contributing to the effective management of the Fellowship programme, you will:**
  - a. Liaise with secretariat divisions to collect inputs on the proposed fellows and their profiles;
  - b. Liaise with divisions hosting the fellows to ensure that required reports on their performance is regularly submitted, providing analyses with the view to provide a report to the Manager and Director on the overall performance of the Fellowship programme;
  - c. Liaise with the fellows to ensure that the midterm and final reports are provided, and whose quality is in line with set guidelines;



- d. Prepare documents and other communication tools such as PowerPoint presentations and leaflets to be used by the Manager and Director for promotional purposes within the secretariat during conferences, and with potential donors;
- e. Liaise with donors and secretariat divisions in relation to the status of funds and to collect input on the results achieved through the support of the fellows; compile information as input to the regular report on capacity-building submitted by the secretariat to the COP;
- f. Ensure that the information on the Fellowship programme website is up-to-date.

**2. You will provide administrative coordination by delivering results under the following areas:**

Human Resources Management:

- a. Assist divisions in preparing terms of reference and profiles for the recruitment of the fellows and liaise with the Human Resources unit for advertising on the UNFCCC website;
- b. Oversee and keep track of the status of announcements;
- c. Be responsible for all logistical arrangements related to setting up interviews of fellows;
- d. Conduct reference checks and academic verifications;
- e. Provide induction and orientation to appointed fellows, and arrange for their office space, equipment and supplies;
- f. Facilitate payment arrangements including maintaining a tracking table and payment schedules;
- g. Liaise with managers/supervisors on the completion of performance evaluation of fellows.

Budget and Finance:

- a. Assist in the preparation of budget performance and donor contribution reports;
- b. Prepare statistical tables and assists in the preparation of quarterly financial reports from the UN specific ERP software Umoja generated data extractions;
- c. Create fund commitments and payments in Umoja and monitor their accurate and timely offsetting and closing;
- d. Monitor the status of expenses/commitments and allotments through Umoja and compare with approved budget, reporting any discrepancies to the respective Certifying Officer;
- e. Support the Manager in the revisions of current project proposals, monitoring contributions and expenditures, and assist in the preparation of progress reports and final reports.

Travel:

Arrange official travel of fellows, preparing processes and following up on administrative arrangements, including liaising with the relevant unit in Administration Services for timely issuance of tickets and visas.

- 3. You will provide general secretarial support to fellows, maintaining files (electronic and in paper) and performing other duties within the scope of the incumbency, and as required.**
- 4. You will perform any job-related activity** required to meet the overall goals and objectives of the Means of Implementation division, as well as those of secretariat-wide mandates.

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 team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

**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**

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**Required** Completed High School/Secondary education or equivalent.

### **Experience**

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**Required:** At least five (5) years of work experience at the support level providing duties relevant to the functions of the post, such as project and administrative support, liaising with internal and external stakeholders and logistics. Experience must include financial tasks, ideally also reporting.

### **Language skills**

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

**Advantage:** Knowledge of another UN official language is desirable.

### **Specific professional knowledge or skills**

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**Other:** Excellent coordination and communication skills with keen attention to detail. Ability to working within teams. Strong planning and organizational skills. Capacity to establish and maintain good working relationships with internal and external clients.

## **What is the selection process?**



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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. 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.

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