

United Nations Climate Change Secretariat

Nations Unies

Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT MITIGATION, DATA AND ANALYSIS (MDA) PROGRAMME

Non-Annex I Support (NAIS)

VACANCY ANNOUNCEMENT NO: VA 14/064/MDA
PUBLICATION/TRANSMISSION DATE: 15 August 2014
DEADLINE FOR APPLICATION 13 September 2014

TITLE AND GRADE: Programme Assistant, G-5

POST NUMBER: FCA-2924-G5-008

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 through a range of activities, including substantive and organizational support to meetings of the Parties.

The Mitigation, Data and Analysis (MDA) programme supports the intergovernmental negotiations on matters relating to national communications, inventories, assigned amounts and policy instruments. MDA is also responsible for the substantive support of the international transaction log and registry systems under the Kyoto Protocol.

Responsibilities

The Programme Assistant post is located in the International Consultations and Analysis (ICA) Unit of the non-Annex I Support (NAIS) sub-Programme. The NAIS sub-programme consists of four units: (1) National Communications Support (NCS), (2) Nationally Appropriate Mitigation Actions (NAMA) & Registry, (3) International Consultations and Analysis (ICA) Unit, and (4) Response Measures Unit (RMU). The ICA unit is accountable for advice, programme planning, resource management and technical leadership to developing countries (non-Annex I Parties) in International Consultation and Analysis (ICA) and training, as well as support to their adaptation activities. The incumbent is accountable for programme and logistical support to the unit. The key results expected are:

- Programme Support
- Logistical Support
- Documentation Management
- 1. Ensures programme support to the ICA processes for non-Annex I Parties under the Convention:
 - Responsible for the administrative preparation and implementation of activities related to the technical analyses of biennial update reports (BURs) from non-Annex I Parties, involving extensive liaison with the responsible government focal points and the team of technical experts;
 - b. Organizes the preparation for the technical analyses of BURs and ensures that all documents and background materials are prepared and distributed on time;
 - c. Conducts independent research for relevant background material, essential in ensuring that comprehensive and accurate information is available as required;
 - d. Prepares the publication of the summary reports of the analyses including the research for relevant information on the key milestones in the ICA process in the information tracking system;
 - Updates the information tracking system in consultation with the NAIS/ICA Team Leader; formulates requirements and assists in drafting specifications for upgrades of the information tracking system;

- f. Distributes documents and other information to relevant stakeholders upon approval;
- g. Maintaining a comprehensive record of project documentation;
- h. Updates databases and ensuring the accuracy of data, including that documentation submitted is in accordance with applicable procedures.
- i. Uploads documents and updating relevant sections of the UNFCCC web site; and
- j. Responsible for tracking of follow-up dates and deadlines for response or specific actions.
- 2. Ensures logistical support to staff and experts in collaboration with the Programme Administrative Team:
 - a. Organizes and coordinates travel arrangements for experts meetings, workshops, other intersessional events and centralized analyses of BURs;
 - Makes logistical arrangements, such as contacting participants, arranging hotel reservations, initiating travel requests and maintaining the participants' travel arrangements in liaison with the Programme's travel focal point and the central Travel Unit to conduct follow-ups to ensure completion of related travel arrangements within timeframe requirements;
 - c. Organizing the payment of daily subsistence allowance (DSA);
 - d. Liaises with diverse organizational units to, process and follow-up on requirements for procurement of goods and services, including those of consultants, and related payments;
 - e. Monitors the relevant budget expenditures, comparing expenditures with approved budget allocations to ensure maximum cost savings; makes recommendations as required.
- 3. Ensures the timely preparation of reports and documents for conferences and meetings:
 - Compiles, analyses and summarizes background materials and information for use in the preparation of reports and official documents; and
 - b. Establishes and maintains relevant filing systems.
- 4. Representation/Communications:
 - a. Serves as focal point for administrative coordination of the ICA process, involving extensive liaison with Administrative Service units, Conference Affairs and national focal points to exchange specialized and routine information, monitor and follow up on deadlines and ensure timely logistical arrangements for meetings and workshops.
 - b. Independently responds to a wide range of requests for specialized administrative information, both inside and outside the secretariat.
- 5. Performs any other job related activity required to achieve the goals and objectives of the team, the sub-Programme, the Programme or the Secretariat.

Requirements

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

Education: Completion of secondary education is required; training in administrative and/or operational services areas such as travel is required.

Experience: At least five (5) years relevant experience performing administrative support functions is required, including providing logistical support to meetings and workshops, establishing and maintaining programme filing systems, compiling background documentation and maintaining database information systems. Experience at the international level supporting intergovernmental processes and/or international conferences, is desirable.

Specific professional knowledge:

- Thorough knowledge of office technology such as MS Office package (Word, Excel, PowerPoint) as well as experience with Internet use and email/calendar/task management systems (Lotus Notes or Outlook) is essential. Experience in MS Project highly desirable.
- Experience in maintaining web pages and knowledge in using software for tracking and sharing information such as Sharepoint is desired.
- Experience in working with sensitive information in a professional and confidential manner required.

Job-related skills: Paying attention to detail and ability to work independently and to tight deadlines.

Language requirements: Fluency in written and spoken English. Working knowledge of another UN language is an asset.

Selection Process

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Professional expertise, being accountable, working with teams, delivering results.

To apply

Candidates whose qualifications and experience match the requirements for this position 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 36,042 plus other UN benefits as indicated in the link below: https://unfccc.int/secretariat/employment/conditions-of-employment.html