



## VACANCY ANNOUNCEMENT

**Programme Assistant, G-6**  
Mitigation division  
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
6 October 2024 23:59 hrs CET	VA 24/064/M	As soon as possible	1 year and six months 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 you will be working**

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Mitigation division and specifically in the **Constituted Bodies and Data Services subdivision**, which provides effective support on matters relating to the proper governance of the Article 6.4 mechanism and Clean Development Mechanism (CDM), ensuring well-coordinated services to the related bodies i.e., Article 6.4. Supervisory Body and the CDM Executive Board (CDM EB), and their supporting panels and working groups.

Within the subdivision is the **Constituted Bodies Support unit**, which manages governance matters and processes that provide for the effective and transparent operation of these Constituted Bodies and their panels and working groups, including the efficient organization, documentation and conduct of these bodies' meetings.

### **What you will be doing**

You will serve as a member of the team providing support on matters relating to the proper governance of the Article 6.4 Mechanism and CDM, ensuring well-coordinated services to these bodies and those of the intergovernmental negotiating bodies.

You will oversee logistical and administrative support to meetings of the Constituted Bodies and their panels and working groups, workshops and related events while also performing a broad range of secretarial and office support functions.

Key responsibilities will include:

- Supporting the process of operation for the Constituted Bodies;
- Providing governance support to the Constituted Bodies;



- Monitoring the implementation of governing and Regulatory Bodies mandates related to technical matters;
- Providing support to meetings of the Constituted Bodies.

### **Your responsibilities**

#### **1. Supporting the process management to the meetings of the Constituted Bodies and their supporting panels and working groups:**

- a. Support the design and implementation of work programmes for the Constituted Bodies and their supporting panels and working groups by assisting in preparing plans for their work and secretariat inputs, and by ensuring their implementation;
- b. Support the implementation of CMA/CMP and the Constituted Bodies (A6.4 Supervisory Body and CDM EB) decisions and requests, advising on procedures and practices to be followed;
- c. Assist with the development and dissemination of tools, standards and templates in order to improve and standardize internal processes;
- d. Support the processes and operations for information systems for the Constituted Bodies work such as designing workflows and electronic decisions-making processes, and identifying technological applications and tools required for the process.

#### **2. Supporting the meetings of the Constituted Bodies and their supporting panels and working groups:**

- a. Assist in the logistical and administrative preparation of meetings of Constituted Bodies and their supporting panels and working groups;
- b. Support the coordination of inputs required for the preparation of meetings of the Constituted Bodies and their supporting panels and working groups;
- c. Ensure quality control on documentation for the Constituted Bodies based on relevant standards and regulations.

#### **3. Perform any job-related activity required to meet the overall goals and objectives of the subdivision, 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.

**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 secondary education or its equivalent. A completed first level university degree is an asset, in which case the relevant work experience required for the position will be reduced to five (5) years.

**Desirable:** Formal education/training as secretary.

#### **Experience**

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**Required:** At least seven (7) years of relevant work experience, which should include administrative and logistical preparation of meetings, programme management and coordination as well as managing of multiple stakeholders.

#### **Language skills**

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

**Desirable:** Working knowledge of German and/or another United Nations language.

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

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**Desirable:** Good knowledge of office technology such as MS Office (Word, Excel, PowerPoint), in particular, the formatting of complex MS Word documents, Internet and e-mail applications; Knowledge of a Content Management System (CMS); experience in using SharePoint and other electronic communication software; 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 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



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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 50,302 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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