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## **VACANCY ANNOUNCEMENT**

### **SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**

#### **Services and Management Support (SMS) Unit**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 12/035/SDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>20 April 2012</b>
<b>DEADLINE FOR APPLICATION</b>	<b>19 May 2012</b>
<b>TITLE AND GRADE:</b>	<b>Administrative Assistant, G-4</b>
<b>POST NUMBER:</b>	<b>CDM-2933-V520-G4-003</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>Euro 31,426 plus UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY:</b>	<b>As soon as possible</b>

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### **Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Services and Management Support (SMS) Unit provides general oversight, administrative support and guidance to SDM.

### **Responsibilities**

Under the direct supervision of the Associate Programme Management Officer, Budget and Finance, and the general guidance of the Programme Manager, Services and Management Support Unit (SMS), Sustainable Development Mechanisms (SDM), the incumbent works as part of the Programme Administrative Team (PAT) in providing wide range of finance, administrative and office support functions to SMS and the SDM Programme:

1. Supports SDM programme-related travel by maintaining appropriate records of all invitations received using excel; liaising with SDM staff on participation including obtaining approval for travel and drafting justifications, if necessary; coordinates with the Executive Direction and Management (EDM) for the insertion of SDM staff travel in the Secretariat wide Travel Plan;
2. Coordinate with EDM and other programmes on multi participation in meetings and request for detailed information from the organizers; and follows up on the registration process; prepares and processes administrative forms relating to official travel, including entering relevant data such as travel requests and travel advances into the Integrated Management Information System (IMIS); liaises with Administrative Services (AS) for timely issuance of tickets, visas, laissez-passers, traveller cheques etc, and DSA payments.
3. Monitors timely submission of mission reports including posting on the Intranet; keeps records of travel advances and ensures that all advances are settled; processes travel claims in IMIS; prepares statistics on staff travel.

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4. Provides support on programme-related income/fees from project cycles by receiving, checking and processing invoices for Clean Development Mechanisms (CDM) and Joint Implementation (JI) deposits, following up on their clearance and responding to queries of project participants and entities; updating relevant records and work flow of the CDM external Website by confirming the receipt of fees.

5. Provides secretarial/administrative support to the Finance Support Team by replying to and/or drafting for signature routine correspondence, sourcing relevant background material in the preparation of replies; formatting presentations using Microsoft Power Point, proof-reading and checking correspondence, reports, statistical tables and other documents for accuracy, format, spelling, grammar, enclosures and addresses; dispatching relevant documentation accordingly; taking notes and preparing minutes at meetings, maintaining records and reference files, advising relevant staff members of follow-up dates and deadlines for responses. Performs other duties as assigned within the Team and acts as a back-up for other staff within the unit.

### Requirements

- Completed secondary education and administrative/financial/travel training or equivalent.
- At least four (4) years work experience providing office support functions relevant to the position including administrative duties related to finance, accounting, travel processing. At least two years work experience in multicultural or international settings is an asset.
- Fully proficient computer skills including the use of software packages such as Word, Excel, Power Point presentation, internet and other relevant database software. Experience in an electronic information management system such as IMIS highly desirable.
- Ability to interpret and apply administrative rules and regulations. Working knowledge of United Nations financial systems and the UN financial rules and regulation is an asset.
- The incumbent must be flexible, well organized and stress resistant. Ability to draft standard correspondence with minimum guidance; ability to communicate sensitive information
- Fluency in English, written and spoken. Working knowledge of another United Nations language desirable

### Evaluation criteria

**Professionalism:** Good understanding of the functions of the post.

**Communication:** Good communication skills (spoken and written), including ability to draft and edit standard correspondence.

**Planning & Organizing:** Good organizational skills and ability to handle work in an efficient and timely manner.

**Client (service) oriented:** Ability to meet time line for delivery of product or services.

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment.

**Technological Awareness:** Fully proficient computer skills include the use of software packages such as Word (including document formatting), Excel, and other relevant software applications.

**Commitment to continuous learning:** Initiative and willingness to learn new skills.

### To apply

Candidates whose qualifications and experience match the requirements for this position, please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the “apply” link next to the vacancy announcement.

### 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.**