



VACANCY ANNOUNCEMENT
CONFERENCE AFFAIRS SERVICES PROGRAMME
Observer Organization Liaison Unit

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| VACANCY ANNOUNCEMENT NO: | VA 12/032/CAS |
| PUBLICATION/TRANSMISSION DATE: | 18 April 2012 |
| DEADLINE FOR APPLICATION | 17 May 2012 |
| TITLE AND GRADE: | Team Assistant, G-4 |
| POST NUMBER: | FCA-2942-G4-003 |
| INDICATIVE NET ANNUAL SALARY: | Euro 31,426 net, plus UN benefits and pension fund |
| DURATION OF APPOINTMENT: | One and a half years, with possibility of extension |
| DUTY STATION: | Bonn, Germany |
| EXPECTED DATE FOR ENTRY ON DUTY | 1 September 2012 |

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 Conference Affairs Services programme provides comprehensive conference services for all sessions of the UNFCCC Convention and Kyoto Protocol bodies, as well as meetings and workshops organized in the intergovernmental climate change process. These services include conference and working facilities allowing for up to 10,000 participants; liaison with Parties, Observer States, IGOs and NGOs; security and protocol arrangements; registration of participants to sessions and meetings; travel arrangements for participants from Parties eligible for funding; planning and editing of parliamentary documents; and coordination of document registration, translation, reproduction, dissemination and storage.

Responsibilities

Under the direct supervision of the Observer Organization Liaison Officer and the overall guidance of the Coordinator of the Conference Affairs Services programme the incumbent provides a wide range of secretarial and administrative functions related to participation of observer organizations in the UNFCCC negotiating process. The incumbent will:

1. Provides secretarial and administrative support to the unit by:
 - Drafting, typing, proofreading, editing and formatting for accuracy, grammar, punctuation and format correspondence, documents and reports; checking enclosures, addresses and fax numbers; searching for relevant background material, which may be needed for replies; preparing PowerPoint presentations;
 - Placing and screening telephone calls, responding to requests for information or routing other requests appropriately;
 - Screening, responding and/or routing incoming correspondence; monitoring deadline dates and follow-up actions; sending mail, faxes and e-mails;
 - Producing charts and graphs related to participation statistics;
 - Maintaining office files and archives (both paper and electronic);
 - Maintaining the calendar/schedule for the Observer Organizations Liaison Officer;
 - Arranging meetings; taking notes and preparing minutes as required;
 - Coordinating the travel arrangements for unit staff going on official mission, including making flight bookings, hotel reservations, visa request, etc.

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2. Assists in the work flow related to the admission and participation of observer organizations in UNFCCC sessions by:
 - Screening application materials for admission as observers and taking follow-up actions when necessary;
 - Participating in the development of the online admission system; liaising with registration and contact data base teams to ensure recording of information;
 - Updating the web pages dedicated to observer organizations;
 - Planning and getting dates approved for issuance of the meeting notifications; dispatching them and following up on pending responses;
 - Providing information on observer activities to the External Relations Unit during registration;
 - Briefing new staff to the team on the workflows.
3. Assist observer engagement during and in between sessions by:
 - Organizing the observer part of the joint high level segment of major UNFCCC conferences and ensure their accurate reporting;
 - Facilitating plenary interventions by observers and Chairs' briefings as well as observer participation in limited access meetings;
 - Assisting the Observer Organizations Liaison Officer on a sub-agenda item;
 - Posting observer submissions on the official website liaising with programmes;
 - Facilitating nominations of observer participants in inter-seasonal workshops.
4. Acting as back up to other members of the team.

Requirements

- Completed secondary education and secretarial/administrative/commercial training or equivalent
- At least four years of work experience in office support functions relevant to the duties of the position. Work experience in an international environment is an asset.
- Excellent command of Word, Excel, Power Point, electronic mail (MS Outlook and Lotus Notes), internet browsers in a Windows environment. Working knowledge of contact database, MS Access and web conferencing tools is an advantage. Working knowledge of or experience in sustainable office management is an asset
- Ability to work independently and to tight deadlines; meticulous attention to detail; client-oriented interpersonal skills.
- Fluency in English. Working knowledge of other United Nations languages is an asset.

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 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.**