



Vacancy Announcement—Internal/External

VACANCY NUMBER	CCD/20/GS/INT&EXT/04
DEADLINE FOR APPLICATIONS	09 September 2020
POST TITLE AND LEVEL	Programme Assistant, G-5
DURATION	Fixed term appointment, initially one year with possibility of extension
DUTY STATION	Bonn, Germany
ORGANIZATIONAL UNIT	Executive, Direction and Management Unit, Office of Deputy Executive Secretary
INDICATIVE NET ANNUAL SALARY	EUR 37,167 net salary at step 1

LOCAL RECRUITMENT APPOINTMENT LIMITED TO SERVICE WITH UNCCD

Background

The objective of this Convention is to combat desertification and mitigate the effects of drought in countries experiencing serious drought and/or desertification around the world, particularly in Africa, through effective action at all levels, supported by international cooperation and partnership arrangements, in the framework of an integrated approach which is consistent with Agenda 21, with a view to contributing to the achievement of sustainable development in affected areas.

The functions of the secretariat are, among others, (a) to make arrangements for sessions of the Conference of the Parties and its subsidiary bodies established under the Convention and to provide them with services as required; (b) to compile and transmit reports submitted to it; (c) to facilitate assistance to affected developing country Parties, on request, particularly those in Africa, in the compilation and communication of information required under the Convention; (d) to coordinate its activities with the secretariats of other relevant international bodies and conventions.

In accordance with the decisions adopted by the Conference of the Parties and recommendations by its subsidiary bodies, the Executive Direction and Management unit (EDM) defines the strategic planning and provides the policy guidance to the units of the secretariat that is necessary to the effective discharge of their missions.

This position is placed in the office of Deputy Executive Secretary in the Executive Direction Management Unit (EDM).

Responsibilities

Under the supervision of the Deputy Executive Secretary (DES), the incumbent is responsible for providing administrative support to the DES Office and its staff. Specifically, the incumbent will be responsible for the following duties:



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- Provide administrative and programme support for the Deputy Executive Secretary and EDM staff in Unit:
 - Drafts responses to correspondence and prepares reports, presentations and statistical tables from notes and manuscripts in English for the DES.
 - Prepares special briefing and meeting planning files.
 - Checks outgoing correspondence reports and documents for formatting, spelling and grammar and ensures correctness in terms of office procedure and protocol.
 - Screens and registers outgoing Unit mail/correspondence and forwards it for signature or approval.
 - Screens and registers incoming mail and correspondence for the DES and other professional staff of the Unit (deciding on what should be brought to the attention of the DES and if appropriate attaching background information material as necessary).
 - Monitors internal and external requests from other units and partners respectively, sends faxes and emails; schedules meetings; and receives visitors.
 - Screens telephone calls/conferences and requests for appointments with the DES using judgment and discretion, identifying those that are of a sensitive nature and determining the best manner in which they should be handled.
 - Maintains the contact database/list and the filing system of the DES Office.
 - Prepares and processes travel requests and makes arrangements for the mission of the DES, staff and the consultants of the DES Office, including visa and Daily Subsistence Allowance (DSA) as needed.

 - Substantive related duties and responsibilities
 - Programme monitoring and development: Assists Programme Officer in the preparation of regular synthesis and analysis of Result Based Management (RBM) monitoring reports submitted by units for the consideration of management, including recommendations on performance improvement and coordination.
 - Assists Programme officer in RBM issues within the secretariat, including provision of information and advice to units in RBM planning and monitoring.
 - Maintains an archive of the RBM monitoring reports and summaries and related information.
 - Legal Office: Maintains and registers MOUs, Letter of Agreement and Host Country Agreements electronically and file originals.

 - Performs any other job-related activities required to achieve the goals and objectives of the team, the Unit, the Programme or the secretariat.



Requirements

Education: High school diploma or equivalent; Very good knowledge of modern office procedures; good knowledge of diverse Office Automation Packages (Word, Excel, Powerpoint, etc.).

Work Experience: A minimum of five of experience in programme or project administration, technical cooperation or related area required. Experience working with enterprise resource planning (ERP) or related administrative systems is required. Experience supporting senior level managers in an international organization is desirable. Experience working in a Front Office is desirable. Experience in liaising and coordinating with various organizational units is desirable. Familiarity with UMOJA or similar business process system is an asset.

Languages: For the post advertised, fluency in oral and written English is required. Knowledge of another official UN language is an asset

Competencies

Professionalism Knowledge of general office and administrative support including administrative policies, processes and procedures, including ERP systems. Knowledge of UN administrative rules and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Assessment

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

Special Notice

Appointment against this post is for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis.

External candidates will be considered only when no suitable candidate from the duty station is identified. The candidate is responsible for any travel expenses incurred in order to take up the appointment.

Submission of applications



All applicants are requested to complete a United Nations Personal History Form¹. When completing the PHP, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

All applications should be sent by e-mail to staffing@unccd.int with reference to **CCD/20/GS/INT&EXT/04**. PLEASE INDICATE THE VACANCY ANNOUNCEMENT NUMBER ON THE APPLICATION.

No telephone calls will be returned. Applications will not be acknowledged; only short-listed candidates will be contacted. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance: 10 August 2020

¹ UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: <https://www.unccd.int/about-us/secretariat/vacancies/applying-unccd>