United Nations
Convention to Combat Desertification

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TERMS OF REFERENCE

Individual contractor

Reference number: CCD/22/EDM/IC/27

Background

The objective of the United Nations Convention to Combat Desertification (UNCCD) 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 with a view to contributing to the achievement of sustainable development in affected areas.

Established in 1994, UNCCD is the only legally binding international agreement on land issues. Its 197 Parties aim, through partnerships, to implement the convention and achieve Sustainable Development Goals.

Objective of consultancy

The individual contractor is expected to ensure that the office has been working smoothly and a summary of action taken, and deliveries be communicated to the staff upon return to the office.

Duties and Responsibilities:

Under the direct supervision of the Director, New York Liaison office, the incumbent will have following duties:

- To assist the New York Office on the preparation of the HLPF, entitled "Building back better from the coronavirus disease (COVID-19) while advancing the full implementation of the 2030 Agenda for Sustainable Development".
- To assist on the preparation of the 77th Session of the United Nations General Assembly and any other relevant event/activities.
- Arrange and provide all administrative and logistical supports to staff members attending any meetings at the UN Headquarters.
- Liaise with security and protocol regarding passes and other requirements for participants.
- Type correspondence, reports and statistical tables from manuscripts in two languages using relevant office software. Drafts routine correspondence in two languages. Sends faxes and electronic mail messages.
- Screen and registers incoming mail and correspondence and takes action within limits of authority, deciding on what should be brought to the attention of the Director of Office and attaching, if appropriate, background information material.
- Screen outgoing Programme mail/correspondence for the signature or approval of the Director Office; Screen phone calls.
- Make travel arrangements for missions for the Director of Office and of those colleagues visiting the UN Headquarters and prepare relevant documentation (travel authorizations, bookings and conference rooms, UN ground pass).
- Perform other duties as required.

Deliverables

Key deliverables: smooth operation of the NYLO.

Contractual terms

In view of the identified workload, the proposed contract should cover a total period of 5 months starting 01 July 2022. Individual contractor will work in the New York Liaison Office full time Monday to

Friday. No travel is planned during this period. The proposed contract will include a payment schedule on monthly basis. The payment details will be discussed with the selected applicant.

Requirements

- Associate Degree on Business Management, Law or equivalent
- A minimum of five years of experience in administrative support is required.
- Experience in working in an international organization is desirable.
- Familiarity with the UN including UN norms, protocol and security requirements.
- Experience in assisting UNCCD office in organizing UN high-level events, especially the organization of a General Assembly Summit of HoS and HoG on the outcome of COP.15 during UNGA general debate.
- Familiarity with working in a multicultural setting and respect for cultural diversity.
- Fluency in English is required. Knowledge of another official United Nations language is desirable

Special notice

Only individuals who can act as independent, individual economical operators are qualified to apply. Individuals who can provide their services only on account of an institution or enterprise not in their individual capacity are not eligible under this procedure.

Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations Secretariat and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultant and individual contractor is responsible for determining tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

Submission of application

Applications should be submitted by e-mail to **staffing@unccd.int** with a UNCCD Personal History Form[1] , CV and cover letter, specifying the reference number: **CCD/22/EDM/IC/27.**

The deadline for applications is **17 June 2022**. Only applications submitted by the deadline and with complete documentation will be taken into consideration.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Please address your application as indicated above and please do not address or copy your application to an individual at the Secretariat or Global Mechanism. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance: 10 June 2022

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