United Nations
Convention to Combat Desertification

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TERMS OF REFERENCE

Individual contractor - Team Assistant

Consultancy reference number: CCD/24/C/41

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.

The functions of the secretariat are, among others, to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies; to compile and transmit reports submitted to it; to facilitate assistance to affected developing country Parties, on request, in the compilation and communication of information required under the Convention; to coordinate its activities with the secretariats of other relevant international bodies and conventions.

The mission of the Global Policy, Advocacy and Regional Coordination (GPARC) Unit is to position the UNCCD as a credible and trusted partner in addressing DLDD. To achieve this goal, the Unit develops and then communicates relevant and persuasive policy messages to decision makers at all levels. It places a special emphasis on supporting the work of Parties at regional level to elevate DLDD agenda as a political priority and to facilitate support to the national efforts in the implementation of the objectives of the convention.

Objective of consultancy

Provide general services support. Effectively deliver a wide range of administrative and office support functions under moderate supervision for the GPARC team.

Duties and responsibilities

Under the direct supervision of the Chief of GPARC Unit the contractor will perform the following duties:

- Performs a wide range of office support, research and administrative functions
- Uses standard word processing package to produce a variety of routine correspondence and other communication, including a wide variety of large, complex documents and reports, tables, charts, graphs, etc., in accordance with institutional standards.
- Proofreads written products for completeness and grammatical and typographical accuracy, punctuation and style and for adherence to established formats and standards
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Reviews, records, routes and/or processes mail or other documents; gathers pertinent background material; tracks and monitors follow-up action as required.
- Receives phone call and visitors, and responds to routine inquiries and information requests, including drafting routine written responses, or routes to appropriate personnel for handling as required.
- Maintains files (both paper and electronic) and databases for work unit.

- Updates and maintains distribution lists of UNCCD contact points on web pages and excel; assembles documents, reports and other materials for dissemination, where possible using electronic formats and coordinates courier services.
- Assists in the preparation of presentation materials using appropriate technology/software, collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.
- Evaluates a variety of documents, summarizes pertinent material, collects data received and provides in-depth analysis of the retrieved information.
- Provides research, administrative and logistics support to meetings, workshops, forums, committees, conferences, etc.; Organizes virtual meetings in collaboration with IT team and ensures effective follow up; takes minutes and summaries of meetings as required.
- Assists in the maintenance of websites by scanning, converting and posting a variety of documents onto the site. Assists with visualizations and updating information material such as web pages or brochures.
  Performs basic data entry and extraction functions.
- Performs a variety of other administrative duties (e.g. leave recording, meeting organization, reservations, office supply and equipment orders, etc.), including preparing and/or processing administrative requests/documents (e.g. travel requests, expense claims, invoices, visa applications, etc.).
- Supports administrative and logistic processes related to human resources, procurement, travel and events, in collaboration with the relevant administration units.
- Performs any other job-related activity required to achieve the goals and objectives of the Secretariat.

Contractual terms

The service of the selected consultant is estimated to be 5 months starting from 01 August 2024 to 31 December 2024. This contract is based in Bonn. All products resulting from this contractual arrangement are the exclusive property of the UNCCD. Travel to COP16, Bonn – Riyadh – Bonn will be organized and paid by UNCCD separately.

The consultant must be in possession of all the equipment and software necessary to conduct this work. The UNCCD will not purchase any equipment. Candidates are kindly requested to specify in their applications the software and equipment that will be used to carry out this assignment.

Requirements

- High school diploma or equivalent is required.
- A minimum of two years of progressively responsible professional experience in general office support or related area is required. The minimum year of relevant experience is reduced to 0 for candidates who possess a first level university degree or higher.
- Fully proficient computer skills and use of software such as Word, Excel and PowerPoint are required.
- Experience working in a multi-cultural environment is desirable.
- Professional knowledge of English is required. Knowledge of additional UN languages would be an asset.

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 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

The following documents should be sent to **staffing@unccd.int** as **one document**: UNCCD Personal History Form[1] /CV and cover letter, specifying the following in the email subject line: **CCD/24/C/41.**

The deadline for applications is **22 July 2024**. 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. Pease 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 : 11 June 2024

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