



TERMS OF REFERENCE

Consultancy: Team Assistant

Consultancy reference number: CCD/24/C/53

Background

The United Nations Convention to Combat Desertification (UNCCD) is an international agreement on good land stewardship. It helps people, communities, and countries to create wealth, grow economies and secure enough food and water and energy, by ensuring land users have an enabling environment for sustainable land management. Through partnerships, the Convention's 197 Parties set up robust systems to manage land degradation and drought promptly and effectively. Good land stewardship based on a sound policy and science helps integrate and accelerate the achievement of the Sustainable Development Goals, builds resilience to climate change and prevents biodiversity loss. Land also plays a key role in the prevention, preparedness, response, and recovery phases of the COVID-19 pandemic, securing rural livelihoods and creating green jobs, supporting community resilience and maintaining the sustainable delivery of ecosystem services.

The functions of the secretariat are, among others, to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies. In addition, the secretariat also provides assistance to Parties in implementing the Convention.

Objective of consultancy

Provide general services support.

Duties and Responsibilities

Under the direct supervision of the Executive Associate to the ES the contractor will perform the following duties:

- Provides general office support services to help ensure the smooth implementation of the project.
- Uses standard word processing package to produce a variety of routine correspondence, reports, tables, charts, graphs, etc., in accordance with institutional standards.
- Proofreads written products for completeness and grammatical and typographical accuracy.
- Maintains calendar/schedules; monitors change 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; assemble documents, reports and other materials for dissemination, where possible using electronic formats; coordinates courier services.
- Performs basic data entry and extraction functions.
- Performs a variety of 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.).
- Assists with visualizations and updating information material such as web pages or brochures.
- Supports administrative and logistic processes related to human resources, procurement, travel and events, in collaboration with the relevant administration units.



- Could backup EO front office colleagues while on mission or on annual leave
- Performs other duties as assigned.

Contractual terms

The service of the selected consultant is estimated to be for a period of 06 months, starting 01 September 024 to 28 February 2025. Travel to COP 16 is anticipated. The consultancy is based in Bonn office.

All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

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 years of relevant experience is reduced to 0 for candidates who possess a first level university degree or higher.
- ✓ 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 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

The following documents should be sent to staffing@unccd.int as **one document**: UNCCD Personal History Form¹ /CV and cover letter, specifying the following in the email subject line: **CCD/24/C/53**.

The deadline for applications is **02 August 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. Please address your application as indicated above and please do not address or copy your application to an individual at the Secretariat. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance: 26 July 2024

¹ UNCCD P-11 form in electronic fill-in .pdf OR .docx format available:
<https://www.unccd.int/convention/opportunities/vacancies/guidelines>