

VACANCY ANNOUNCEMENT

(Issue date :19 January 2011)

Organization	UNEP/UNREDD
Duty Station	Geneva
Functional Title	Team Assistant
Grade	G4
Duration	1 March -31 December, 2011 (with possibility of renewal)
Closing Date	9 February 2011

Background

The UN-REDD Programme is a collaboration between FAO, UNDP and UNEP that supports countries to develop capacity to Reduce Emissions from Deforestation and forest Degredation (REDD) and to implement a future REDD mechanism in post -2012 climate regime. The programme Secretariat is based in the International Environment House, Geneva.

The programme was officially launched by the UN Secretary General and the Prime Minister of Norway on September 24, 2008 during the UN General Assembly Heads of State 'MDG Summit' in New York. The UN-REDD Programme has two objectives: 1) To assist developing countries 'get ready' to participate in a future REDD mechanism; and 2) To support the development of normative solutions and standardized approaches based on sound science for a REDD mechanism linked with the UNFCCC.

Duties and Responsibilities

Under the overall guidance and supervision of the Head of the UN REDD Secretariat, the Team Assistant provides support to administrative services for the UN-REDD Programme Secretariat ensuring high quality of work, accurate, timely and properly recorded/documented service delivery. The Team Assistant promotes client quality and results-oriented approach.

The Team Assistant works in close collaboration with the staff of the UN-REDD Programme Secretariat and other UN-REDD team members in FAO, UNDP and UNEP to ensure consistent service delivery.



Organizational Setting and Reporting Relationships: The incumbent reports to the Head of the UNREDD Programme Secretariat and two management staff.

Responsibilities: The Team Assistant performs a wide range of office support and administrative functions as follows:

- Responds or prepares draft responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related to the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Assists in the maintenance of websites by scanning, converting and posting a variety of documents onto the site.
- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Performs data entry and extraction functions.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintains files (both paper and electronic) and databases for work unit.
- Performs other duties as assigned.



Work implies frequent interaction with the following:

Staff in related organizational units across the three implementing agencies, visitors and representatives from Permanent Missions, donors, UN Common System and other international organizations, NGOs, etc.

Results Expected: Effectively delivers a wide range of administrative and office support functions under moderate supervision. Regularly assists in drafting routine correspondence and other communications. Accurately and in a timely manner, produces a range of documents, reports and other outputs. Appropriately applies relevant policies, guidelines, procedures and processes. Establishes effective working relationships with internal and external contacts at all levels.

Competencies:

- **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes 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.
- **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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.

Qualifications:

Education: Minimum requirement is Secondary school diploma or equivalent.

Experience: A minimum of 4 years of relevant administrative experience. Work experience within the UN system is essential, and experience in dealing with suppliers and other contributors, organizing meetings and travel is required.



Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Submission of Applications

Qualified candidates may submit their application, including a letter of motivation, complete Curriculum Vitae and an updated United Nations Personal History (PHF) available at <http://www.unep.org/Vacancies/>), via e-mail to teamassist@un-redd.org. Kindly indicate the post title in the subject line when applying in your email.

Additional Considerations

- All applicants are strongly encouraged to apply as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement
- Applications received after the closing date will not be considered
- Only shortlisted candidates will be contacted for interviews

