



NATIONS UNIES  
COMMISSION ÉCONOMIQUE  
POUR L'EUROPE

ОБЪЕДИНЕННЫЕ НАЦИИ  
ЕВРОПЕЙСКАЯ ЭКОНОМИЧЕСКАЯ  
КОМИССИЯ

UNITED NATIONS  
ECONOMIC COMMISSION  
FOR EUROPE

Ref. No.: **TVA-12-ECE-009**

## TEMPORARY VACANCY ANNOUNCEMENT

G5/501850  
TVA Grade Level

Programme Assistant  
Functional Title

ECE, Environment Division  
Department / Office/ Division

Transboundary Cooperation Section  
Occupational Group

13 February 2012  
Deadline

Service/ Section :	Transboundary Cooperation Section	Estimated Start Date :	01 March 2012
Duty Station :	Geneva	Possibility of Extension :	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Duration :	1 month	Open to External Candidates :	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### DUTIES AND RESPONSIBILITIES

This post is located in Environment Division at the Economic Commission of Europe (ECE) under the direct supervision of the Chiefs of Unit of the Transboundary Cooperation section. The incumbent will provide support in organizing meetings under the Conventions and protocols in the section within its shared programme assistance, notably the incumbent is responsible to:

- Support the preparation and servicing meetings (e.g. reservation of meeting rooms and facilities, copies of unofficial documents).
- Support participants eligible for financial assistance, including financial support requests in IMIS (e.g. IMIS registration, DSA, travel, advances, IMIS follow-up, attendance sheets).
- Prepare process and follow up of travel claims, liaising with Executive Office and UNOG Finance, as necessary.
- Communicate timely information to registered participants (e.g. financial authorization, visas, invitation and financial letters).
- Prepare lists of participants through the Contact database and provides necessary information to UNOG security services, arrange for long duration badges.
- Provide information and assistance to participants during the course of meetings.
- Provide support in planning; forecasting and monitoring the preparation and submission of documents and publications.

- Compile, format (according to the NY format) and submit (using i-Drits) documents and publications in a timely manner, liaise with Division editor and DMS, as necessary.
- Upload documents on Conventions website using Dreamweaver facilitating access by delegations.
- Finalize and disseminate official letters to member States.
- Maintain databases with contact details up-to-date (lotus notes and website).
- Maintain the Conventions websites up-to-date.
- Ensure the completeness of documents for contracts and circulate them within the Division and liaise with Executive Office.
- Submit bank account details using the “Bird” System to UNOG Finance.
- Prepare pre-encumbrance and SSA claims.
- Submit requests for general reservation of funds, requisition for services and goods through IMIS.
- Ensure proper filing (hard copy and electronic folders with correspondence, contracts for consultancies and documents).

### COMPETENCIES

**Professionalism:** Knowledge of the UN administrative rules and regulations. Ability in documents and publications preparation, formatting processing and submission.

**Planning and organization:** Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner. Effective prioritisation of activities to ensure deadlines are met; manage and maintain accurate records.

**Technological awareness:** Proficient in IMIS processes and applications enabling effective processing of travel requests. Capable of in-design for the formatting of camera ready publications.

**Teamwork:** Good interpersonal skills. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Demonstrated ability to develop and maintain effective work relationships in a team environment.

### QUALIFICATIONS

**Experience :** 5 years of administrative/secretarial experience of which 3 preferably within the UN in documents and meeting preparation, travel arrangements. Excellent knowledge of latest word-processing, spreadsheet, database and web site software.

**Education :** Completion of secondary school or its equivalent commercial school.

**Languages :** Very good knowledge of English and working knowledge of French.

### ADDITIONAL COMMENTS

Please indicate the ref. no. **TVA-12-ECE-009** in the subject of your application by email, which should be submitted Programme manager’s e-mail [sergiusz.ludwiczak@unece.org](mailto:sergiusz.ludwiczak@unece.org), with a copy to [tva-ece@unece.org](mailto:tva-ece@unece.org)

#### Documents required :

Internal Candidates :

Cover Letter

PHP

Others

External Candidates

Cover Letter

PHP

Copy of Passport

Medical Certificate of Good Health

Others

ALL SUBMISSIONS TO BE SENT TO :

Contact Name : Sergiusz LUDWICZAK  
Copy (cc) : [tva-ece@unece.org](mailto:tva-ece@unece.org)

Email Address : [sergiusz.ludwiczak@unece.org](mailto:sergiusz.ludwiczak@unece.org)

**Candidates must provide an updated, Personal History Form (PHP) which can be filled by login into INSPIRA or P.11.**

NO APPLICATION WILL BE ACCEPTED AFTER THE DEADLINE DATE.

**Who can apply?**

**All interested individuals (internal or external candidates) regardless of the type of appointment currently held. Internal candidates must be at the level of the post or one level below.**

**SPECIAL NOTES:**

1. This Internal Temporary Vacancy Notice is circulated for a post that is funded from the **Regular Budget**. The person selected will not be given a career appointment with the UN. The provisions for the selection of a temporary staff are guided by ST/AI/2010/4\*, Section 3;  
Selection process for the granting of a temporary appointment  
*Temporary vacancy announcement*
  - 3.1 When a need for service for more than three months but less than one year is anticipated, a temporary vacancy announcement shall be issued by the programme manager.
  - 3.2 While the decision to issue a temporary vacancy announcement for a temporary appointment of less than three months is made at the discretion of the programme manager, any extension of three months or more shall require the issuance of a temporary vacancy announcement.
  - 3.3 The selected candidate should be offered a temporary appointment unless he/ she already holds another type of appointment, such as a fixed-term or permanent appointment.
  - 3.4 The temporary vacancy announcement shall include a description of the qualifications, skills and competencies required and reflect the functions of the post, using to the greatest possible extent the database of generic job profiles maintained by the Office of Human Resources Management. Each temporary vacancy announcement shall indicate the date of posting and specify a deadline by which all applications must be received.
  - 3.5 Temporary vacancy announcements shall be posted for a minimum of one week on the Intranet or be circulated by other means, such as e-mail, in the event that an Intranet is not available at the duty station concerned. A temporary vacancy announcement may also be advertised externally if deemed necessary and appropriate.
2. An external candidate selected to temporarily fill a Post will have a maximum initial appointment of no more than 364 days. Internal ECE staff who chose to apply for this type of Temporary vacancies retains the right to return to his/her post in his/her original office.
3. To be considered for career appointments, staff members must submit their applications in INSPIRA by logging onto <http://careers.un.org> as indicated in the on-line Vacancy Announcement. In the case of P-2 posts, the procedure for regular appointment/promotion to such posts continues to be through competitive examinations.
4. Selection to Temporary Appointments, regardless of their funding, does not carry any guarantee or expectation of ultimate selection for a career appointment, which remains subject to the UN appointment and promotion procedure.