



## **VACANCY ANNOUNCEMENT**

<b>FUNCTIONAL TITLE</b>	<b>: TEAM ASSISTANT</b>
<b>GRADE LEVEL</b>	<b>: G3</b>
<b>DEPARTMENT/OFFICE</b>	<b>: UNEP/SCBD</b>
<b>POSTING DEADLINE</b>	<b>: 14 JULY 2017</b>
<b>DUTY STATION</b>	<b>: MONTREAL</b>
<b>DURATION</b>	<b>: ONE (1) YEAR RENEWABLE</b>

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### **Organizational Setting and Reporting**

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. At the 1992 Earth Summit in Rio de Janeiro, world leaders agreed on a comprehensive strategy for 'sustainable development'. One of the key agreements adopted at Rio was the Convention on Biological Diversity. The Convention establishes three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources. The Secretariat of the Convention on Biological Diversity (SCBD) is located in Montreal, Canada and is administered by UNEP. This post is located in the Secretariat of the CBD, within the Administration, Finance and Conference Services Division (AFC).

### **Responsibilities**

Under the general guidance of the Chief of the AFC Division and the direct supervision of the Administrative Officer in the AFC Division, the incumbent will be responsible for the following main functions: A) Assist in supporting the administrative functions in the Secretariat: 1) Provides general office support services to help ensure the smooth functioning of the unit; 2) Monitors, screens and guides through the electronic system the visitors to the office premises and participants to meetings held within the office to ensure that this is done with the maximum ease without any undue risks; 3) Maintains calendar/schedules; monitors changes and



communicates relevant information to appropriate staff inside and outside the immediate work unit; 4) Reviews, records, routes and/or processes mail or other documents; gathers pertinent background material; tracks and monitors follow-up action as required; 5) Receives phone calls and visitors and responds to routine inquiries and information requests, including drafting general routine written responses, or routes to appropriate personnel for handling as required; 6) Maintains files (both paper and electronic) and databases for work unit; 7) Updates and maintains large distribution lists; assembles documents, reports and other materials for global dissemination, where possible using electronic formats; coordinates receipt of courier services; 8) Performs a variety of administrative duties (e.g. staff attendance record keeping, leave recording); 9) Photocopies a variety of documents and other materials; 10) Delivers urgent mail/messages; 11) Assists in the flow of all mail operations, receiving and recording all incoming/outgoing courier and regular mail and dispatching to distribution of mail; 12) Tracks the distribution of all mail and pouch service and ensures timely distribution of mail; 13) Assists in the management of the stock of publications, keeps records of distribution and maintains information on stock levels; and 14) Prepares packages of publications for mail-out and assists to finalize dispatches. B) Perform other related duties as assigned.

## **Competencies**

**PROFESSIONALISM:** Ability to perform a broad range of administrative functions, database management, etc. Ability to apply knowledge of various United Nations administrative rules and regulations in work situations. 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; Tact and ability to apply good judgment in the context of assignment.

**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.

**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.

## **Education**

Completion of secondary school. Knowledge of UN administrative issuance, rules and regulations as well as experience in the application of financial and staff regulations and rules acquired through formal and on-the-job-training, self-study and , if possible, exposure to administrative policies and procedures of other parts of the Organization.

## **Working Experience**

A minimum of three (3) years of experience in handling mail, pouch, registry operations or related area.

## **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 other UN languages is an advantage.

## **Assessment Method**

Evaluation of qualified candidates may include a substantive assessment which will be followed by a competency-based interview.

## **Special Notice**

Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. Staff members are subject to the authority of and assignment by the Secretary General.

## **Application**

**Applications should contain a cover letter included in each personal history profile (PHP). Please register in the United Nations Recruitment System INSPIRA, fill out an application and submit a print-out electronically to [secretariat@cbd.int](mailto:secretariat@cbd.int) on or before 14 July 2017.**

## **Contact Information**

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