



## Programme Assistant

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<b>Type of Contract:</b>	<b>Temporary Appointment</b>
<b>Post Level:</b>	<b>G-7</b>
<b>Duty Station:</b>	<b>Montreal</b>
<b>Duration:</b>	<b>6 months</b>
<b>Application Deadline:</b>	<b>5 January 2012</b>

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### Org. Setting And Reporting

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. 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 and is administered by UNEP.

Under the day-to-day supervision of the Special Assistant to the Executive Secretary, the incumbent will;

### Responsibilities:

1. Conduct research on substantive thematic and cross-cutting areas covered by the Convention as background material for use by the Executive Secretary and the Special Assistant for both in-house meetings and in discussions with Governments and relevant organizations.
2. Collect, compile, prepare and organize substantive background material germane to the work of the Office of the Executive Secretary.
3. Maintain accurate permanent and temporary files and records on important matters some of which may be of a confidential nature under current and continuous discussion.
4. Provide assistance in the preparation and organization of meetings and conferences attended by the Executive Secretary and/or the Special Assistant by conducting research and compiling relevant substantive files.
5. Draft and prepare routine correspondence material/documents in conformity with UN formats,



Secretariat of the Convention on Biological Diversity  
United Nations Environment Programme  
413 Saint-Jacques Street, Suite 800  
Montreal, QC H2Y 1N9, Canada  
Tel : +1 514 288 2220, Fax : +1 514 288 6588  
[secretariat@cbd.int](mailto:secretariat@cbd.int) [www.cbd.int](http://www.cbd.int)



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practices and procedures. Ability to write speeches and statements as may be assigned by the Executive Office. Prepare informal translations and interpretation as required. Answer routine queries.

6. Scan incoming and outgoing correspondence of the Secretariat for logging in the database.

7. Perform any other administrative duties as required.

## **Competencies**

**Professionalism:** Affinity with and understanding of the functions and organisation of UNEP.

Demonstrate ability to apply judgement in the context of assignments given and discretion, resourcefulness and ability to deal proactively and tactfully with other divisions. Ability to undertake research and gather information from standard sources. Analytical abilities an advantage. Ability to identify extract and analyze a range of data.

**Planning and organizing:** Effective time management and ability to prioritize and plan own work to meet deadlines.

**Communication:** Ability to write in a clear and concise manner and to communicate effectively orally. Excellent drafting and writing abilities required.

**Teamwork:** Ability to work harmoniously as part of an international multicultural team.

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## **QUALIFICATIONS**

### **Education**

Completion of secondary school, supplemented courses in secretarial training/administration/office management required. Knowledge of office automation techniques for text processing, database and contemporary software essential. Passing of UN secretarial tests.

### **Work Experience**

Minimum of six years of relevant working experience in an executive office in an international organization. Knowledge of the United Nations desirable.

### **Languages**

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

### **Other Skills**

Good knowledge of use of Microsoft applications, good typing skills are highly desirable.

### **Remuneration**

The gross salary for this position is CAD \$48,282 per annum and net salary of CAD \$37,889 per annum.

### **Special information**

**Appointment against this post is on a local basis. Applicants should be Canadian residents or citizens. 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 participate in an interview at the duty station and to take up the assignment.**

### **Application**

Applications should contain a cover letter and personal history form. **Please send all applications electronically to [secretariat@cbd.int](mailto:secretariat@cbd.int) before 5 January 2012**