

Project Assistant in the Technical Support Unit (IPCC WGI)

Fixed term position until December 2022 located in Université Paris-Saclay (St Aubin – France).

The Intergovernmental Panel on Climate Change (IPCC), established by the United Nations Environment Programme (UNEP) and the World Meteorological Organization (WMO) in 1988, provides the world with a clear scientific view on the current state of knowledge in climate change and its potential environmental and socio-economic impacts through reports launched every 6 years.

The IPCC is organized in three Working Groups (WGI, WGII, WGIII), each mobilizing scientists from all over the world in writing and reviewing the assessment reports. Working Group I (WGI) assesses the physical scientific aspects of the climate system and climate change. The WGI Technical Support Unit (TSU) provides the scientific, technical and organizational support of the activities and products of the WGI. The TSU is seeking a project assistant to join its multi-disciplinary, international team located at University Paris-Saclay (St Aubin – France).

Tasks

The Administrative Assistant will work with the Head of TSU and the Head of Operations in managing the WGI TSU, in support of the TSU and the IPCC Working Group I.

Main tasks:

- Diary management, co-ordinate arrangements for meetings both on and offsite
- Co-ordinate, book travel arrangements and plan itineraries for TSU staff
- Process associated expense claims
- Assist in producing documents, reports and presentations
- Assist in the organisation of offsite workshops and meetings
- Participate in the running of offsite workshops and meetings including those taking place overseas for periods of up to five days
- Liaise with the TSUs of other Working Groups and the IPCC Secretariat located in Geneva
- Liaise with IPCC Working Group I authors
- Assist with communications including report writing, proof-reading and preparing presentations
- Maintain contacts and bibliographic databases
- Provide a courteous and effective service
- Ad-hoc administrative duties

Requirements

Experience and Knowledge

- Relevant academic/vocational qualifications plus some work experience in a relevant role or the equivalent in experience
- Fluency in written and spoken French and English

Desirable

- Experience of working in a research-focused work environment
- An additional language, beyond French and English, would be an asset
- Interest of relevant issues such as climate change

Essential Skills and Abilities

- Verbal and written communication skills to enable drafting of correspondence and documentation, proof reading and minute taking

- The ability to communicate effectively with individuals at all levels of seniority
- Good interpersonal skills, a high level of professionalism and a proactive approach to work
- Ability to set and work to deadlines and willingness to work under pressure from time to time in order to meet deadlines
- Good time management and organisational skills
- Accuracy/attention to detail
- Ability to work independently
- An ability to work methodically, to use initiative and to prioritise your work
- An ability to deal with sensitive and confidential information
- Computer literacy and the ability to use or acquire skills in relevant ICT: Microsoft Office; Outlook (email, diary, contacts etc); spreadsheets and databases (Excel); presentations (PowerPoint); and willingness to learn other applications relevant to TSU administration such as Content Management Systems (CMS) for websites
- Willingness to travel occasionally, usually overseas, for periods of up to five days as a member of the TSU team

Personal Attributes

- Initiative and resourcefulness
- A positive attitude to work
- Adaptable to changing priorities

The position is for three years, with the possibility of extension through the completion of the project to 2022. Availability to start by January 2017.

Please send your application consisting of a letter of motivation, curriculum vitae and contact details of two referees to anna.pirani@universite-paris-saclay.fr and clotilde.pean@universite-paris-saclay.fr.

The deadline to send applications is November 15, 2016.