



VACANCY ANNOUNCEMENT

Senior Meetings Services Assistant, G-7 (2 posts) Conference Affairs Division Meetings Management Team

Deadline for application	Announcement number	Expected date for entry on duty	Duration of Appointment	Duty Station
31 March 2026 23:59 hrs CET	VA 26/012/CA	As soon as possible	30503735: 2 years 31049336: 1 year Both with possibility of extension	Bonn, Germany

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The hiring unit has the discretion to determine in which position the selected candidates will be placed.

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where you will be working

The position is in the **Conference Affairs Division** of the United Nations Framework Convention on Climate Change (UNFCCC) secretariat, within the **Meetings Management Team**, which is responsible for the provision of facilities and conference services for sessions of the governing and subsidiary bodies, as well as workshops and other official events.

What you will be doing

Under the overall supervision of the **Conference Services Officer**, the Senior Meetings Services Assistant provides advanced technical and operational support for the planning, coordination, and implementation of meeting facilities and conference services for UNFCCC meetings held in Bonn and at external locations.

Your responsibilities

Responsibilities for meetings held abroad:

- Under the general guidance of the Conference services Officer, the incumbent compiles inputs from internal and external stakeholders to develop technical and operational requirements and contribute to relevant legal instruments for meetings held abroad.
- Participates in technical and fact-finding missions to support the assessment and evaluation of proposed conference facilities and services and contributes to the preparation of related assessment reports.



- Provides support to host government counterparts and vendors on overall spatial requirements, including macro- and micro-space allocation and venue design, supported by the use and review of technical drawings and layout plans produced using CAD tools
- Liaises with host governments and vendors on project management aspects related to conference venue construction or enhancement, including support in monitoring of construction timelines, interfaces with service providers, and readiness of facilities for operational use, as well as the provision of conference-related equipment and services, including audio-visual systems, signage, and wayfinding.
- Assists with the planning, design, and allocation of facility-related commercial and exhibition spaces.
- Coordinates with host governments and vendors on conference facility support services and venue operations during sessions.
- Liaise with representatives of **UNDSS** and **UN DGACM** in advance of meetings to compile service requirements and ensure appropriate arrangements.
- Compile requirements for support staff for meetings, including junior staff, temporary personnel, and host country support staff; provides briefings on assignments and responsibilities and supervises work as required.
- Supports periodic reviews of meeting requirements to identify operational improvements, optimize space utilization, reduce waste, and contribute to cost efficiencies.
- Participates in inter-divisional, inter-agency, and secretariat-wide working groups and meetings with UN entities and host governments, providing technical advice on meetings services matters.

Responsibilities for meetings held in Bonn

- Liaises with internal and external stakeholders to identify requirements and prepares technical specifications for logistical arrangements.
- Coordinates with UN Common Services and/or external venue providers to obtain cost estimates and ensure the provision of required facilities, equipment, and services.
- Prepares and reviews cost estimates for meetings and workshops in consultation with Programme Management Officers of relevant divisions.
- Processes procurement actions for facilities, equipment, and services in the ERP system, including the review and processing of invoices.
- Assists with the scheduling and servicing of additional meetings by assessing requirements and the availability of resources.
- Supports the routine review of meetings management policies and procedures and contributes recommendations to ensure alignment with evolving operational needs.
- Maintains the registration database for in-session meeting room requests, ensuring timely acknowledgement and appropriate room allocation; produces related statistical and analytical reports.
- Maintains the calendar of future UNFCCC sessions and official meetings.
- Performs other related duties as required.

Competencies



Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Being Responsive to Clients and Partners: Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Your qualifications

Educational Background

Required: Completion of higher-level secondary education or equivalent.

Asset: Formal Certification or training in project or event management.

Experience

Required: At least ten (10) years of experience in conference services or event management is required. The minimum number of years of relevant experience is reduced to eight (8) years for candidates with a relevant first-level University degree (Bachelor or equivalent). Experience in large-scale conference venue planning and design (5,000+) is required. Experience in servicing large intergovernmental meetings (5,000+) is required. Experience in construction and project management is desirable. Knowledge of CAD tools for technical drawings and space planning is desirable. Experience with an international organization and/or the United Nations is desirable.

Language skills

Required: Proficiency in English (both oral and written).

Advantage: Knowledge of another UN official language



Specific professional knowledge or skills

Excellent planning and organizational skills with a strong service-oriented attitude.
Excellent interpersonal and communication skills, flexibility, with strong capacity in multitasking, in high-pressure situations and in short timeframes.
Demonstrated project management skills.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
3. Indicative net annual salary: Euro 67,090 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
