

Workshop and Meeting Assistant

Vacance de poste

Référence de l'avis de vacance: 261728

Réseau d'emplois : -

Famille d'emplois : -

Catégorie et classe : Consultants, CON

Lieu d'affectation : BONN

Département/Bureau : Convention to Combat Desertification

Date de publication : Jul 23, 2025

Date limite de candidature : Jul 30, 2025

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Result of Service

Facilitation of participation (notification, travel and visa) of delegates to Global Mechanism conferences and meetings.

Work Location

Bonn office

Expected duration

09 months between August 2025 to August 2026.

Duties and Responsibilities

Background: The objective of the United Nations Convention to Combat Desertification (UNCCD) is to combat desertification and land degradation, and to mitigate the effects of drought (DLDD) in affected countries around the world, particularly in Africa, through effective action at all levels. Established in 1994, the UNCCD is the sole legally binding international agreement linking environment and development to sustainable land management. The Global Mechanism (GM) is an institution of the UNCCD, mandated to assist countries in the mobilization of financial resources from the public and private sector for activities that prevent, control or reverse desertification, land degradation and drought. As the operational arm of the convention, the Global Mechanism supports countries to translate the Convention into action. With the view to increasing the effectiveness and efficiency of existing financial mechanisms, the GM is requested to promote “actions leading to the mobilization and channelling of substantial financial resources, including for the transfer of technology, on a grant, and/or on concessional or other terms, to affected developing country Parties” (Article 21, para. 4, UNCCD). Such actions include a broad range of country-level strategic planning and implementation efforts including the regular organization of conferences and meetings worldwide. The Global Mechanism facilitates the participation (notification, travel and visa issues) as well as accreditation and registration of delegates to

these meetings and conferences. Duties and Responsibilities: Under the direct supervision of the designated officer for each event within the GM unit and the daily guidance of the Programme Assistant, the contractor will support conference and meeting organization. Assignments will include the following: Notification: • Prepares invitation/notification letters, merging recipients' details and dispatches to Parties. • Proofreads and updates written documents and standard communications for completeness, grammatical, typographical accuracy and translates texts. • Updates and maintains distribution lists, assembles documents, reports and other materials for dissemination, where possible using electronic formats; and • Monitors and follows up on the receipt of invitation/notifications. Registration and Accreditation: • Responds to queries from participants regarding participation, registration and accreditation. • Approves registration of participants based on the nomination, accreditation or credentials letters. • Inputs and amends delegate's data as appropriate and controls its accuracy based on the corrections/amendments provided by respective participants. • Assists in updating and processing corrections/additions to the list of participants. • Assists in training and guidance of local registration support services; and • Assists on the registration desk during the meetings by welcoming and accrediting participants and issuing badges. Travel arrangements for funded participants: • Monitors the status of participants' nomination, liaises with them and responds to their queries about their travel and other general inquiries. • Assists in the acquisition of index numbers in UMOJA for new participants to the meeting, passport, bank details or other information and documents of participants. • Liaises with the travel unit and assists with the travel arrangements for funded Party participants including payments of Daily Subsistence Allowances (DSA) in accordance with the rules and procedures of the United Nations for travel; and • Follows up for late nominations of participants, confirmation of itineraries or amendments on the travel. Visa arrangements: • Prepares and updates database on the host country's diplomatic missions for visa acquisition of participants; • Provides information on the visa application processes; • Prepares nominative letters of invitation for participants, including liaison and follow-up, as required; and • Prepares note verbale and liaises with corresponding embassies/consulates of the host country or third country in case of transit visas and/or with visa focal points to assist in the facilitation of visa issuance to participants, as required. Administrative tasks: • Prepares status reports on the overall arrangements for the participation of participants as required; • Sorts and files nomination letters, funding requests, accreditation letters and credentials of participants; • Maintains a unified, efficient filing system both paper and electronic in connection to the work given; and supports other tasks as required.

Qualifications/special skills

- Secondary school education complemented by secretarial or equivalent school courses is required. - One year of experience in international organization related to organization of meetings and conferences is required. - Previous general administrative experience in a United Nations organization would constitute a strong asset.

Languages

Fluency in English is required. Good knowledge of other UN official language (French/Spanish/Arabic/Russian - both oral and written) is an advantage.

Additional Information

Only individuals who can act as independent, individual economical operators are qualified to apply. Individuals who can provide their services only on account of an institution or enterprise are not eligible under this procedure. Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations Secretariat and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of

service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultant and individual contractor is responsible for determining tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

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