

Posting Title : MEETINGS SERVICES ASSISTANT, G6  
Job Code Title : MEETINGS SERVICES ASSISTANT  
Department/ Office : United Nations Environment Programme  
Location : GENEVA  
Posting Period : 30 May 2014-29 June 2014  
Job Opening number : 14-CON-UNEP-33565-R-GENEVA (X)

---

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

---

### **Special Notice**

This position is open for recruitment for an initial period of one year and may be subject to extension. 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 and visa or work permit issues in order to take-up the appointment. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. 1. All applicants are strongly encouraged to apply online as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. Online applications will be acknowledged where an e-mail address has been provided. 2. If you do not receive an e-mail acknowledgment within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

### **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. CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between states. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival. The CITES Secretariat is administered by UNEP and is located at the Geneva duty station.

### **Responsibilities**

Under the supervision of the Chief of Governing Bodies and Meeting Services, the incumbent will perform the following duties: 1. Prepare and draft statements of requirement for potential host government. 2. Maintain a program of official CITES Meetings. 3. Liaise with host governments to make appropriate arrangement for meeting room facilities and ensure that meeting facilities and equipment are appropriate. 4. Prepare, in consultation with the Administrative and Fund Management Officer, cost estimates for the meetings of the Conference of the parties. 5. Prepare and send invitation to parties, UN agencies and governmental and non-governmental organizations as appropriate. 6. Draft allocation of responsibilities for each meeting and liaise with temporary staff about assignments. 7. Prepare roster and proposals for hiring of conference staff including translators, interpreters and rapporteurs. 8. Liaise with UNON offices, host government, representatives and international organization in order to obtain staff meeting rooms and facilities and other contributions to meetings. 9. Maintain the database for the registration of participants at meetings. 10. Liaise with meeting participants concerning facilities exhibition, visa requirement. 11. Make travel and accommodation arrangements for participants being financed by or through the Secretariat. 12. Make travel and accommodation arrangement for participants financed through the Secretariat. 13. Monitor daily production of documents during meetings. 14. Supervise general services staff with regards on tasks assigned during meetings. 15. Analyze the requirements after each meeting and identify possible improvement in arrangement, cost reduction and drafts revised statement of requirements. 16. Perform other related duties as assigned.

### **Competencies**

- **Professionalism:** Ability to research, select, organize and summarize information required for the preparation of meetings. Ability to work fast and remain calm under extreme pressure highly desirable. Shows pride in work and in achievements; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.
- **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; Demonstrates openness in sharing information and keeping people informed.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- **Client Orientation:** Good customer care and interpersonal skills are an advantage; Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

### **Education**

Completion of secondary education is required. Additional training in administration, logistics or other relevant field desirable.

### **Work Experience**

A minimum of 7 years of experience in conference support, travel arrangement or related fields is required. Experience in servicing intergovernmental meetings is 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. Knowledge of another official United Nations language is an advantage.

### **Assessment Method**

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

### **United Nations Considerations**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.