



## **Announcement for Consultancy (Individual Contractor)**

### **Correspondence Assistant**

Office of the Executive Secretary (OES), Executive Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
04 January 2026 23:59 hrs CET	25/CON23/E	As soon as possible	Until 30 June 2026 for 130.5 days	Bonn, Germany)

Publication date: 11 November 2025

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention, the Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

The Executive division ensures that the work of the secretariat is guided by Article 2 of the Convention and of the Paris Agreement and by the values and principles of the United Nations. The Executive division ensures that work in the United Nations system in support of a coherent and well-coordinated global response to climate change, in line with the Sustainable Development Goals, is informed by and responsive to the outcomes of the UNFCCC process.

The Office of the Executive Secretary supports the Executive Secretary, and develops, coordinates and delivers substantive and operational support for internal and external engagements, including all outreach activities and the interactions with and support to the Secretary-General. It also cooperates with the Executive Office of the Secretary-General and its Climate Change Team, and manages the secretariat wide Travel Plan and Executive Correspondence databases and processes. The Executive Correspondence team is responsible for processing all executive correspondence and maintaining the Travel Plan and Executive Correspondence databases.

### **Purpose**

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To support the work related to the processing of executive correspondence, including the ongoing project to migrate and enhance the Executive Correspondence and Travel Plan databases, including updating functional requirements, user workflows and forms, the purpose of this consultancy is to support this project, whilst also undertaking usual tasks related to the ECTP processes, such as:

- Processing executive correspondence, including official invitations;
- Drafting routine responses to incoming correspondence;
- Assisting in the deployment of the updated Executive Correspondence and Travel Plan databases on SharePoint and CRM;
- Maintaining electronic and hard copy filing systems, including archiving.



## Tasks

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Working under the direct supervision of the Senior Correspondence Assistant, and under the general guidance of the Chief of Staff, the individual contractor will perform the following functions:

Processing executive correspondence:

- Use electronic CRM and SharePoint databases to categorize, register, and track all incoming executive correspondence, such as meeting and event invitations, in accordance with Standard Operating Procedures;
- Monitor correspondence status and conduct daily follow-ups with designated focal points to ensure timely responses to external organizations;
- Maintain CRM databases by ensuring accurate, complete, and up-to-date data entry;
- Assist in testing and deploying CRM and SharePoint systems; support focal points in using updated platforms, workflows, and features; document and report any technical or user issues;
- Provide clerical support for the Office of the Executive Secretary, including generating database reports (using the full Microsoft Office suite, including AI-enabled tools), updating tracking tables, incorporating submissions, and monitoring the status of inputs.

Drafting routine responses to incoming correspondence:

- Draft routine correspondence, and official replies to invitations for signature of the Executive Secretary and other staff in the Executive division, ensuring accuracy, completeness, and compliance with required formats and styles.
- Maintain electronic and hard copy filing systems by:
  - Performing daily filing and document organization across Network Drives, OneDrive, CRM, SharePoint, and Outlook.
  - Supporting the archiving and proper records management of office files.

Other duties:

- Perform other secretarial and administrative tasks related to the work of the Office of the Executive Secretary, as required.

## Timeframe

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The contract period is from as soon as possible until 30 June 2026 for 130.5 working days with the possibility of extension.

## Outputs

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Output	Date	Performance indicators
Provide support on the range of issues as listed above under tasks	Throughout the duration of the contract	Timely completion of all related tasks as outlined above. Accuracy of data and documentation meets organizational quality requirements.



		Consistency in following office procedures, confidentiality, and record-keeping standards.
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**Duty station and places of travel**

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The assignment is based in Bonn Germany.

**Requirements**

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**Education:** Completed secondary education or its equivalent.

**Experience:**

Required: At least three (3) years of relevant working experience or one (1) year with a first-level university degree or equivalent carrying out support functions as a programme support or Team Assistant, preferably with some experience working in an international organization.

**Specific professional knowledge and job-related skills:**

- Proficiency in the full Microsoft office package, internet and e-mail application; experience in using SharePoint, CRM and other electronic communication software.
- Ability to pay close attention to detail with good organisational skills.
- Ability to work with highly confidential information.
- Ability to communicate effectively with internal and external stakeholders.

**Languages:**

Fluency in written and oral English is essential. Working knowledge of other UN official languages is desirable.

**How to apply:**

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

**Please note:**

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

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