

Working Group I of the Intergovernmental Panel on Climate Change is filling the position of

Project Assistant in the Technical Support Unit

The position is located in the Paris area (Plateau de Saclay, France).

The Intergovernmental Panel on Climate Change (IPCC)

The IPCC was established by the United Nations Environment Programme (UN Environment) and the World Meteorological Organization (WMO) in 1988 to provide policymakers with rigorous, transparent, and objective scientific assessments on climate change, its implications and potential future risks, as well as to put forward adaptation and mitigation options. The IPCC is now undertaking its Seventh Assessment (AR7) cycle. The IPCC Working Group I (WGI) assess the physical science underpinning past, present, and future climate change. The WGI Technical Support Unit (TSU) provides scientific, technical, operational and communications support that underpin and implement the WGI assessment.

The Technical Support Unit (TSU)

The TSU works at the unique IPCC interface between science and policy in the provision of the climate knowledge and information that is relevant for policy needs and decision making. The team is responsible for facilitating and implementing the assessment process undertaken by the author teams and overseen by the WGI Bureau. The team is hosted by Université Paris-Saclay and located in the facilities of Ecole normale supérieure (ENS) Paris-Saclay.

The Project Assistant Role

The Project Assistant reports to the Head of TSU and works closely with all TSU staff members supporting them on a daily-basis on all operational aspects. This position will also work closely with the French Co-Chair to monitor his emails, requests for interventions and agenda.

We are looking for someone who is enthusiastic in supporting rigorous and robust operations for the preparation of the IPCC assessment of the state of the art of climate knowledge for policymakers and stakeholders around the world.

Duties and Responsibilities

Support to the TSU

- ✓ Daily financial management (purchases, order forms, invoices) in relationship with the Université Paris-Saclay staff
- ✓ Co-ordinate, book travel arrangements and plan itineraries for TSU staff; process associated expense claims
- ✓ Assist in producing documents, reports and presentations

- ✓ Assist new team members when arriving in France
- ✓ Co-ordinate arrangements for virtual meetings and manage diary accordingly
- ✓ Support the team on a daily basis as needed.

Project assistance

- ✓ Assist the Head of TSU in the delivery of operation-related activities of the Technical Support Unit throughout the preparation, review and completion phases of the WGI report(s)
- ✓ Assist in the organization and participate in the running of offsite workshops and meetings
- ✓ Liaise with the TSUs of other Working Groups and the IPCC Secretariat located in Geneva as needed
- ✓ Liaise with IPCC Working Group I authors as needed
- ✓ Ad-hoc administrative duties

Executive assistance for the French Co-Chair

- ✓ Manage external requests (press, conference organizers, associations, etc.) from France and abroad: schedule interviews and requests for interventions; liaise with event organizers; follow-up and maintain diary.

Requirements

- ✓ Relevant academic/vocational qualifications plus some work experience in a relevant role or the equivalent in experience
- ✓ Knowledge of the functioning of the French administration
- ✓ Fluency in written and spoken French and English
- ✓ Experience of working in a research-focused work environment
- ✓ 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 Microsoft Office, on-line diaries, spreadsheets and databases (Excel); presentations (PowerPoint); and willingness to learn other applications relevant to TSU administration
- ✓ Willingness to travel occasionally, usually overseas, for periods of up to five days as a member of the TSU team

Application

The position is a fixed term contract from Université Paris-Saclay for 3 years with a possibility of extension for the duration of the IPCC Seventh Assessment cycle planned for 5-7 years. Please send by 22 October 2023 at the latest, your application consisting of a **letter of motivation, curriculum vitae, and contact details of two referees**, to Clotilde Péan (clotilde.pean@universite-paris-saclay.fr), Head of the WGI TSU.