



**FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat**  
**CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat**

**UNFCCC Internal/External Vacancy Announcement**

**ADMINISTRATIVE SERVICES (AS) PROGRAMME**  
**Human Resources Unit (HRU)**

**VACANCY ANNOUNCEMENT NO. :** UNFCCC Internal/External VA 07/E022  
**PUBLICATION/TRANSMISSION DATE:** 21 May 2007  
**DEADLINE FOR APPLICATION:** 02 July 2007  
**TITLE AND GRADE:** Chief, Human Resources Unit, P-5  
**POST NUMBER:** ZRB-2944-P5-002  
**INDICATIVE NET ANNUAL SALARY:** 79,628 (with dependents)  
73,975 (without dependents), plus applicable post  
adjustment, UN benefits and pension  
**DURATION OF APPOINTMENT:** One and half years, with possibility of extension  
**DUTY STATION:** Bonn, Germany  
**EXPECTED DATE FOR ENTRY ON DUTY:** As soon as possible

**Background**

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

The responsibilities of Administrative Services Programme include developing and managing the implementation of administrative policies and systems for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services. Representing the secretariat in negotiations and consultations with Parties to the Convention on the full range of administrative matters. Formulating, planning and monitoring of administrative procedures and guidelines to be applied in the secretariat.

**Responsibilities**

Under the supervision of the Coordinator, Administrative Services, the incumbent: ensures that human resources (HR) initiatives are integrated into the secretariat's over-all business planning; acts as a catalyst for change to ensure the secretariat is able to meet its business objectives, linking HR management with strategic goals and objectives to improve business performance and develop a work environment that fosters innovation and creativity; and leads the development and implementation of the HR unit work programme, in particular:

1. Develop and implement secretariat HR management strategies, policies and procedures:
  - directs the conduct of studies to develop HR policies, standards and procedures, exploring and adapting best practices from relevant private and public sector international organizations, and recommending and providing authoritative advice to the Coordinator, Administrative Services, and senior management;
  - develops secretariat HR management strategies including the design, formulation and implementation of an integrated HR policy framework and HR action plan to reach targets that are historically difficult to achieve (e.g. gender, geographic distribution, etc); participates in secretariat business planning meetings and ensures that evolving business needs are supported by responsive HR policies, plans and initiatives. /...

2. Plan and manage Human Resources Unit activities:
  - develops and manages the HR Unit work programme and related activities, including recruitment, job classification, administration of entitlements, staff relations, staff counselling, training and development, managing organizational change and implementing reform initiatives, administering and monitoring the performance appraisal system, developing recognition and incentive programmes and other HR activities;
  - prepares HR inputs for the work programme of Administrative Services, determining priorities, and allocating resources for the completion of outputs and their timely delivery;
  - manages the financial and human resources of the HR Unit and ensures that the Unit is fully equipped to provide optimal support to the secretariat's operational business needs and priorities;
  - ensures that outputs produced by the Unit are of high quality and that policy advice provided to staff is coherent and consistent with the overall HR objectives;
  - manages staff performance through encouragement of professional growth and a results-oriented, client service environment.
  
3. Lead the development and implementation of plans to support the continuous improvement of the secretariat work environment and performance:
  - promotes secretariat organizational culture and leads the development of plans to address issues emerging from the UN management reform programme, such as implementation of measures to raise awareness regarding ethical behaviour;
  - provides support and advice to senior management on organization design, on change management, and on strategies to encourage teamwork, motivation, initiative and innovation;
  - develops proposals for the establishment, revision and/or enhancement of policies related to work/life balance, human resource planning, staff training and development, performance management systems, gender equity, and staff retention;
  - ensures staff members receive guidance or counseling on rights, responsibilities and work-related issues.
  
4. Represent the secretariat at external meetings and maintain networks with senior colleagues in other UN organizations on Human Resources best practices and emerging issues:
  - provides substantive input in the preparation of reports for presentation to intergovernmental bodies and contributes to reports on budget/programme performance or on programmatic/substantive issues;
  - participates in inter-agency meetings on a variety of issues, including HR reform initiatives, and cooperates with other Bonn-based UN agencies regarding common HR issues;
  - participates in meetings, workshops and seminars to keep abreast of emerging HR professional issues.
  
5. Performs other related duties.

### **Requirements**

- Advanced university degree in social sciences, business or public administration or management with specialized knowledge in Human Resources Management or equivalent. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of an advanced degree.
- At least ten (10) years of progressively responsible experience in Human Resources Management.
- At least two (2) years of human resources management work experience in an international environment; experience in the United Nations is an asset.
- Fluency in English. Working knowledge of other UN languages is an asset.

### Core Evaluation Criteria

**Professionalism:** Expert knowledge and proven track record in political, social or environmental issues or economics, managing complex and sensitive political agendas. Ability to translate broad strategic directions into effective operational activities. Ability to evaluate international political situations and experience in bilateral and multilateral negotiations. Tact and negotiating skills.

**Commitment to Continuous Learning:** Extremely proactive in the understanding and promotion of new developments in the appropriate field of work.

**Communication:** Excellent spoken and written communication skills, ability to defend and explain difficult issues with respect to key decisions. Proven ability to communicate complex concepts orally. Willingness and ability to act as a spokesperson and promoter both internally and externally.

**Technological Awareness:** Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

**Teamwork:** Good interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural organization.

### Managerial Evaluation Criteria

**Judgement/Decision-making:** Excellent judgement and proven decision-making skills. The capacity to analyse problems and develop innovative, effective solutions. Ability to display initiative, resourcefulness and imagination. Ability to harness and direct resources to best effect.

**Leadership:** Proven managerial and leadership skills in a multicultural environment. Ability to integrate professional knowledge together with pragmatic objectives to produce a results-orientated work programme for individuals and teams. Proven record of building and managing teams and creating an enabling environment. Excellent proven ability to lead, supervise, mentor, develop and encourage good performance.

### To apply

Quoting Vacancy Announcement Number **07/E022**, applicants are requested to complete and submit a United Nations Personal History form (P 11) preferably via email - to be found on our website **unfccc.int** - to:

Chief, Human Resources Unit  
Climate Change Secretariat (UNFCCC)  
P.O.Box 260 124  
D-53153 Bonn, Germany  
Fax (49-228 815-1999), email: [vacancies@unfccc.int](mailto:vacancies@unfccc.int)

United Nations staff should apply using an updated UN Personal History Form (P 11) as well as attaching a copy of their latest PAS.

### Please note:

- **Service is limited to the UNFCCC Secretariat.**
- **Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
- **Only candidates under serious consideration will be contacted for an interview, however, all applications received will be confirmed.**