



## ANNOUNCEMENT FOR TEMPORARY JOB OPENING

**Human Resources Assistant, G-5**  
AS/HR/ICT Division  
Human Resources Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 August 2021 23:59 hrs CET	21/TJO19/AS/HR/ICT	As soon as possible	Six months	Bonn, Germany

Publication date: 30 July 2021, Post number: 31041366, Funding: 16809/62ZRB

**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The Administrative Services, Human Resources, and Information and Communication Technology (AS/HR/ICT) division will deliver a wide range of operational services that support the intergovernmental process, related institutions, bodies and mechanisms, including conferences and meetings, the regulatory systems under the Kyoto Protocol, and the daily operations of the secretariat and its divisions.

The Human Resources sub-division (HR) will provide effective workforce planning, strategic talent acquisition and organizational development, with a view to increasing the geographical and gender diversity of the secretariat and meeting its evolving needs. HR has a transversal function in the organization and its aim is to ensure that UNFCCC has the right quality of Human Resources with the appropriate skills and competencies in order to achieve its strategic and operational goals and to provide staff with a supportive, challenging and rewarding work environment in order for them to fulfil their potential and maximize their contribution to the organization. It is divided into four units:

- Staff Members' Entitlements and Benefits;
- Talent Management and Workforce Planning;
- Recruitment of Consultants and Individual Contractors;
- Staff Learning and Development.

### **Where will you be working**

The position is in the Human Resources sub-division, which is accountable for processing Benefits and Entitlements and answering staff member questions per the applicable Staff Regulations and Rules, Administrative Guidelines, Information Circulars, etc.

### **You will have the following responsibilities**

Reporting directly to the Human Resources Officer, P-3 team leader of the Benefits and Entitlements Unit and with the overall guidance from the Chief of Human Resources P-5, you will be responsible to





support and provide consistent and efficient HR advice and services to divisions within UNFCCC in the areas of benefits, entitlements, and providing client relations and advice.

You will be responsible for the following duties:

**1. In the area of Benefits and Entitlement:**

- Assist in the preparation of staff members' entitlements in conformity and adherence to applicable UNFCCC policies e.g. staff rules, financial regulations and rules, ST/AI, Administrative issuances or practices.
- Review requests for entitlements and claims and handle generic communications via HR Support
- Assist in the processes related to the on-boarding, Travel arrangements, payment of settling-in grants, check-in, check-out and separation activities for staff members as well as the installation and repatriation of recognized dependents.
- Process and administer Time Management actions for staff members.
- Advise internal and external clients on Benefits and Entitlements; Staff Rules and Regulations and HR guidelines and promotes a collaborative and client-oriented approach.
- Determine financial entitlements related to appointments, reassignments, ongoing entitlements and salaries.
- Review, analyses and advise on HR policy guidelines relating to Benefits and entitlements and insure Benefits and Entitlement intranet pages are current.
- Perform human resources administration of Benefits and Entitlements in UMOJA in line with the delegation of authority.
- Assist in the review and processing of data pertaining to conditions of service, including initiating Umoja reports.
- Ensure that staff member files and tracking spreadsheets are accurate and current.

**2. You will provide administrative support related to other HR services.**

**3. You will perform any other job-related activity** required to achieve the goals and objectives of the unit and the sub-Division.

**Competencies**

**Applying Professional Expertise:** Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines; keeps abreast of new developments and technologies in the field of expertise; Actively seeks to expand the existing level of job knowledge and expertise.





**Being Responsive to Clients and Partners.** Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation; establishes networks and leverages partnerships to achieve results.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Learning continuously and knowledge sharing:** Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures and applies lessons learned to future activities; Engages colleagues or networks to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.

### **Your qualifications**

#### **Educational Background**

---

**Required:** Completed secondary education.

**Asset:** Course/training in human resources management.

#### **Experience**

---

**Required:** At least five (5) years of progressively responsible work experience in the field of human resources management. Work experience in administration or related area, as long as functions include duties related to human resources management, will also be accepted. At least one year of work experience should have been at the international level.

#### **Language skills**

---

**Required:** Fluency in spoken and written English.

**Advantage:** Knowledge of another UN official language.

#### **Specific professional knowledge and skills**

---

- Ability to analyze and interpret administrative guidelines, policies
- Fully proficient computer skills (Word, Excel, a must, Power Point an asset);
- Experience using Human Resources databases relating to personnel management/administration or other HR information systems.
- Proficiency in ERP systems such as SAP and UMOJA are an asset.





Page 4

- Familiarity with United Nations HR policies procedures and practices is an asset.
- Ability to interpret rules and regulations.
- Effective research and problem-solving skills.
- Ability to draft and edit documents and correspondence on a range of topics.

### **What is the selection process**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

### **How to apply:**

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

### **Please note:**

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
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.
3. Indicative net monthly salary: Euro 3,097 plus other UN benefits, plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

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

---