



## VACANCY ANNOUNCEMENT

**Associate General Services Officer, P-2**  
AS/HR/ICT Division,  
Administrative Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
28 July 2023 23:59 hrs CET	VA 23/063/AS/HR/ICT	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 14 July 2023, Post number: 31049423 Funding: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.

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

The Administrative Services subdivision coordinates the preparation of the secretariat's budget and work programme, reports on its implementation, manages financial resources, develops financial and administrative policies and guidelines, manages procurement, premises and property, and makes travel arrangements.

The position is located in the General Services team (GS) as part of the Procurement, Travel and General Services unit (PTGS) in the Administrative Services sub-division of the AS/HR/ICT division. The incumbent is accountable for management of the UNFCCC secretariat's facilities, space, property, mail & communications, local transportation services and environmental sustainability.

Reporting to the Chief, Procurement, Travel and General Services unit (P-4), you will be responsible for the planning, budgeting, management, supervision and daily operations of the GS Team, namely by:

- Administering operation; supervising and guiding the GS Team
- Overseeing the management of office and meeting space, and common areas
- Overseeing the management of property
- Providing mail, communication and local transportation services
- Coordinating with UN Bonn Common Services Unit (CSU/UNV) the maintenance of premises, provision of common services and facilities, security and safety of premises and staff
- Coordinating with the environmental sustainability of the secretariat
- Planning and budgeting for the provision of goods (non-expendable and expendable property) and services related to general services; administering contracts

You will act as main focal point vis-à-vis secretariat staff for all these services and delegates tasks as necessary to staff in the team as well as to the UN Bonn Common Services Unit and other internal or external service providers.



### **Your responsibilities**

- A. Supervises the provision of general services throughout the secretariat:
1. GS team leader:
    - a. Planning, coordinating, distributing and monitoring the work of the GS Team, reviewing work results;
    - b. Selecting and hiring staff and other personnel to ensure the continuity of services;
    - c. Establishing team and individual work plans, assessing performance, providing guidance on improvements, training and career development;
  2. Service management and communication:
    - a. Serving as the focal point for all matters related to General Services;
    - b. Ensuring General Services are provided to the secretariat in a cost-efficient, reliable and timely manner and to highest quality standards; developing and implementing improvements to workflows and service levels;
    - c. Putting in place and operating systems and tools to ensure smooth provision of services;
    - d. Ensuring that staff and management are provided pro-actively with pertinent General Services information, through circulars, broadcasts, intranet postings, briefings and presentations.
  3. Planning, budgeting and contract administration:
    - a. Developing and monitoring cost estimates/budget implications and long-term forecasts for all GS activities and related accounts;
    - b. Validating secretariat contributions and cost-recovery charges for common and specific general services provided by the UN Bonn Common Services Unit (CSU).
    - c. Identifying functional, cost-efficient and environmentally sustainable goods and services required by the GS team and the secretariat; ensuring requisitions and specifications are submitted and criteria for evaluations are prepared;
    - d. Monitoring vendor performance and managing all contracts associated with the goods and services offered by the GS Team; and
    - e. Identifying and assisting in the resolution of issues arising from deliveries and invoicing.
  4. Records management, reporting and policies:
    - a. Organizing the establishment and maintenance of GS files, records and data;
    - b. Preparing reports, statistics and presentations on GS matters;
    - c. Ensuring compliance with all relevant UN and UNFCCC regulations, rules and guidelines
    - d. Developing and proposing relevant secretariat policies, procedures and processes, and putting them in place.
- B. Plans, implements and monitors an efficient management of facility, office space and property:
1. UN common premises, facilities and services:
    - a. Planning and organizing all issues related to the maintenance and operation of office space, premises, facilities and related services such as repair, painting, cleaning, in close collaboration with the UN Bonn Common Services Unit (CSU);
    - b. Acting as focal point for day-to-day on-site security and safety matters, such as fire safety plans and measures and fire warden systems; incidents around admission of visitors and suppliers to the premises;



- c. Acting as focal point for the provision of commercial services such as catering or recreation;
  - d. Leading the work on the interior design and decoration of secretariat's premises; serving on relevant groups ex-officio;
  - e. Representing the secretariat as member or alternate on inter-agency committees pertaining to UN Bonn common premises and services, such as the Committee for Common Operations Management (CCOM) and its sub-committees;
2. Office space management:
- a. Coordinating allocation and reallocation of office space, meeting rooms, service and functional areas at all levels in the secretariat; coordinating the day-to-day use of in-house meeting rooms and related logistics;
  - b. Maintaining floor plans and rooming lists, monitoring utilization, and developing options for optimized allocation of office space, meeting rooms, service and functional areas;
  - c. Coordinating work on interior design of secretariat common areas, including the organization of exhibitions, etc.;
  - d. Identifying the needs and providing options for future space and facilities, including in the planning and monitoring of construction projects.
3. Property (PP&E) management:
- a. Initiating action leading to acquisition, distribution, maintenance and disposal of expendable and non-expendable non-ICT property; managing assignment and moves of office furniture, equipment and supplies;
  - b. Overseeing the operation and maintenance of the non-ICT property control and inventory database, including property tagging system, physical and annual inventory reports and reconciliation;
  - c. Managing the processing of gifts received by personnel of the secretariat;
  - d. Ensuring that related paperwork is prepared and that files and databases on secretariat property and assets are kept up to date;
  - e. Ensuring that property is written off and disposed of in accordance with UN rules and regulations; submitting cases to the Joint Local Property Survey Board (JLPSB)
  - f. Responding to audit queries and following up on audit recommendations;
4. Sustainability:
- a. Preparing and implementing measures to enhance environmentally and socially sustainable facility and asset operations;
  - b. Coordinating the implementation of the secretariat's Environmental Sustainability Policy and Environmental Management System, occupational health and safety and disability inclusion measures;
  - c. Collecting and validating data for submission of the secretariat's yearly GHG emissions inventory; offsetting the secretariat's and other UN system entities' GHG footprint, as required;
  - d. Participating in the work of various environmental management groups such as the UNFCCC and UN Bonn green teams and inter-agency networks.
5. Insurance:
- a. Ensuring fully adequate insurance coverage for various risks in the area of the secretariat's property, third party liability, accidents, etc.; and
  - b. Serving as focal point for implementing insurance claims and settlements.



- C. Oversees the efficient operation of mail and local transportation, cross-cutting administrative services and other duties:
  - a. Coordinating and monitoring receipt, dispatch and in-house distribution of conventional and electronic mail;
  - b. Arranging for and liaising with external service providers and CSU on the provision of outsourced mail/communication services;
  - c. Coordinating official local transportation services including in-house and outsourced driver services;
  - d. Overseeing the maintenance of the in-house vehicles;
  - e. Providing a wide range of cross-cutting administrative services assigned to PTGS within AS, such as printing of business cards, processing of customs forms, etc.
- D. Ensures timely support to in-house or inter-agency activities and meetings related to common General Services:
  - a. Participating in the work of such groups and representing the unit, division or secretariat;
  - b. Compiling and drafting background materials and presentations;
  - c. Planning, initiating, tracking and following up on the implementation of related actions required from the GS team, PTGS, AS/HR/ICT or the secretariat; and
  - d. Establishing and maintaining good working relationship with officials of local authorities.
- E. Performs any other job-related activities required to meet the mandate, goals and objectives of the unit, the division and the secretariat.

### **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.

**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.

**Delivering results:** Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

**Communicating with impact:** Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.



## **Your qualifications**

### **Educational Background:**

**Required:** Advanced university degree (Master's degree or equivalent) in business administration, public administration, economics, law, architecture and/or related fields is required. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Experience:**

**Required:** A minimum of two years of progressively responsible experience at the professional level or equivalent in a supporting function, including in an international organization, in a combination of at least two of the following areas: facilities management, property management, logistics, customer service. Experience with data analytics and training on BI tools (e.g., power BI, Qlik) is an asset. Supervisory experience is desirable.

### **Language skills:**

**Required:** Fluency in English both oral and written is required. Knowledge of another UN official language and German is desirable.

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

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

## **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. Service is limited to the UNFCCC secretariat.
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 annual salary and allowances:  
US\$ 50,377 to US\$ 57,342  
(plus variable post adjustment, currently 36.3% of net salary),  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.



Page 6

---