



## ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

Part time employment (50% = 20 hours per week)

### Associate Programme Management Officer, P-2 Adaptation Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
28 July 2017	17/TA16/A	As soon as possible	Six months	Bonn, Germany

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**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 historic Paris Agreement by 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 Adaptation programme** of the UNFCCC secretariat supports the intergovernmental process. This process includes activities relating to national adaptation plans (NAPs), national adaptation programmes of action (NAPAs), the Nairobi work programme (NWP), the work programme on loss and damage, the Adaptation Committee (AC), research and systematic observation under the Subsidiary Body for Scientific and Technological Advice (SBSTA), and support for the implementation of adaptation action under the Subsidiary Body for Implementation (SBI) and the Ad Hoc Working Group on the Paris Agreement (APA). The Adaptation programme also engages Parties and stakeholders including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders. The programme addresses the process of reviewing the adequacy of the long-term global goal and the consideration of various matters related to climate science.

#### **What will you be doing**

Reporting directly to the Director, Adaptation, you will coordinate overall administrative support to the programme, in particular in the areas of human resources, finance, procurement and travel, thus contributing to the effective management of the programmes. The tasks will be undertaken in close cooperation with the Administrative Services (AS) programme, based on UN and UNFCCC administrative regulations, rules and procedures.

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

1. With regard to financial management, budget and reporting you will:
  - Assist in developing the Adaptation work programme budget, compiling and analyzing relevant input to ensure the adequacy and consistency of information and data; ensure timely submissions to the budget exercise;
  - Ensure effective control over the Adaptation budget by regularly monitoring programme income and expenditure and raising issues that may require managerial intervention;
  - Assist in the preparation of Adaptation budget performance reports, including updates and additions to the Adaptation mandates database;



- Support the preparation of regular financial reports to donor entities for contributions received; respond directly to donors on substantive issues of adaptation and/or coordinate such substantive input from the various members of the team; prepare drafts of reports to donors and coordinate with donor representatives on substantive contributions;
  - Act as certifying officer for Adaptation.
2. In the area of Human Resources you will:
- Assist in the review, analysis and monitoring of short and long term human resources requirements and make relevant recommendations;
  - In consultation with the UNFCCC Human Resources Unit, facilitate the development of job descriptions and vacancy announcements, coordinate the recruitment process, keep track of the contractual status of programme staff and consultants, monitor and ensure timely completion of the performance appraisals, and monitor time and attendance records;
  - Provide information to Adaptation staff regarding conditions of service, staff responsibilities, privileges and entitlements, and other matters relating to UN and UNFCCC HR policies and Staff Regulations and Rules as well as relevant procedures;
  - Provide information to management on the implementation of HR strategy and other administrative policies and their impact on Adaptation.
3. With regard to procurement, travel and general programme support you will:
- Certify mission travel requests and claims for staff, consultants, interview candidates and meetings participants/experts;
  - Assist in administrative matters related to the provision of IT services to Adaptation and liaise with the ICT relationship managers where necessary;
  - Coordinate and facilitate Adaptation procurement requests for goods and services.
4. With regard to general programme support and related activities you will:
- Serve as a focal point for coordinating activities of an administrative nature with Administrative Services, other programmes, and external counterparts, and participate in preparing agreements and arrangements for collaboration with other UN organisations, potential donors, beneficiaries and host countries;
  - Review, improve and develop innovative programme-internal procedures and administrative operations; ensure that programme activities are consistent with UNFCCC and UN rules, policies, procedures and practice;
  - Plan, organize and supervise the activities of the Programme Administrative Assistant (PAA); provide effective guidance and development opportunities to the PAA, and evaluate her/his performance.
5. You will perform any other job related activity required to meet the goals and objectives of the serving programmes and the secretariat.

### **What are we looking for**

#### **Educational background**

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Required: First level university degree in business or public administration, finance and accounting, social science or a related area.



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### **Experience**

Required: At least three (3) years of relevant progressively professional experience in programme/ project management, administration, finance or related area, including at least one (1) year at an international level.

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### **Language skills**

Required: Fluency in English (both oral and written).

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### **Specific professional knowledge**

Required: Specialized expertise in monitoring and evaluation in particular with respect to programme planning and development, project implementation, results based budgeting, human resources and financial management and programme administration. A working knowledge of an ERP system.

Asset: Knowledge of UN administrative policies and regulations and rules.

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### **Job related skills**

Required: Strong project formulation and administrative skills combined with understanding the assigned programmatic areas of works, as well as excellent interpersonal relationship skills.

### **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. Qualified women candidates and candidates from developing countries are especially encouraged to apply.
2. Service is limited to the UNFCCC Secretariat.
3. 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.
4. Indicative net monthly salary and allowances:  
US\$ 3,835.00 to 4,471.00 (figures based on 100% (full time) employment)  
(plus variable post adjustment, currently 29.8% of net salary),  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>