



VACANCY ANNOUNCEMENT

Human Resources Officer, P-3
Administrative Services (AS) Programme
Human Resources Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
06 September 2018 23:59 hrs CET	VA 18/022/AS	As soon as possible	One and half year with possibility of extension	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 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 mandate of the Administrative Services programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of crosscutting common services and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

Where will you be working

You will join the Human Resources Unit (HRU) and report to the Chief of Human Resources; additional guidance may also be received from the Director of Administrative Services (AS). HRU is accountable for the full range of UN human resources activities, including policy, recruitment, classification, staff administration, staff development, performance management, administration of justice and protocol.

What will you be doing

You will be accountable for the delivery of HR services to designated client groups which covers administration of entitlements using the newly deployed ERP system. You may also support the unit's work in HR policy development and innovation of current systems and processes. You will supervise a team of HR Assistants as first level supervisor.

Expected key results:

- Administration of entitlements, classification, and other HR areas in a timely and client-oriented manner;
- Accurate and timely guidance to clients and senior management;
- Provision of technical HR policies and processes, particularly related to HR IT systems, to staff within the Human Resources Unit, as well as to clients, by means of briefings, training and seminars;
- Ensuring adherence to UN and UNFCCC provisions and guidelines.



You will have the following responsibilities:

1. You will ensure effective delivery of end-to-end transactional services including on-boarding, preparation of contracts, processing entitlements, maintenance of HR related information systems, and separations by:
 - a) Providing authoritative advice to managers and staff pertaining to staff entitlements including general rights and obligations, code of conduct, disciplinary measures, appeals, etc., explaining the scope and ramifications of the staff administration policy, regulations, rules and procedures as well as clarifying and promoting understanding of their purpose and value-added to the correct functioning of the secretariat as well as to staff morale and well-being;
 - b) Approving benefits and entitlements of staff based on their contractual status and serving as certifying officer of budget accounts concerning staff costs and personnel entitlements.
2. You will contribute to establishing equity, transparency and consistency in the interpretation, determination, implementation, and administration of HR policies, procedures and guidelines on all HR related matters by:
 - a) Processing job offers for successful candidates; recommending guidelines and implementing transactions on promotion and placement of staff, determining level and step upon recruitment of successful candidates, advising staff on applicable benefits and entitlement;
 - b) Participating and/or leading special human resources projects or task forces, as assigned, preparing reports and observations, when necessary. Contributing to the streamlining and simplification of Administrative Guidelines, Standard Operating Procedures, workflow processes and templates for efficient service delivery in the work area.
3. You will contribute to enhancing the secretariat's ability to attract and hire qualified staff, as well as consultants and gratis personnel to support its evolving mandate by:
 - a) Maintaining up-to-date knowledge of current recruitment practices and sources in consultation with technical specialists and managers across the secretariat;
 - b) Establishing regular contact with the programme and service managers and Programme Administrative Teams (PATs) to forecast recruitment plans in the short and long term; assisting PATs in prioritizing recruitment activities;
 - c) In accordance with the Staff Selection guidelines and with a view toward ensuring a merit based recruitment system for the secretariat, providing advice to recruiting programme on the development of recruitment profiles which include selection criteria, assessment methods and sources of recruitment;
 - d) In consultation with hiring managers and PATs, ensuring the development of equitable, clear, relevant and objective interview questions; identifying the best method for interviews; performing the role as ex-officio to ensure the integrity of the whole selection process.
4. You will analyse, review and develop HR policies, procedures and practices in the assigned areas in support of merit based, equitable and transparent HR activities by:
 - a) Monitoring best practices in other UN and international organizations to identify innovations potentially applicable to the secretariat;



- b) Identifying areas of concern for consideration of new or revised policies, procedures and practices through on-going consultations with secretariat staff and managers;
 - c) Ensuring integration of proposed policies and guidelines with overall secretariat strategy, HR strategy and guidelines in the other areas of Human Resources; and
 - d) Developing communication materials, such as briefing notes, presentations and intranet postings to implement new staff rules, regulations, policies, procedures and practices.
5. You will supervise and monitor the work of the Human Resources Assistants in undertaking a range of human resource management activities. You may act as Officer in Charge in the absence of the Chief of Section. You will perform any other job related activity required to achieve the goals and objectives of the team, the sub-programme, the programme or the secretariat.

What are we looking for

Educational background

Required: A Master university degree in human resources management, public administration, business administration, law or a related area. A combination of a first level university degree plus additional two years of relevant working experience at the professional level may be accepted in lieu of an advanced degree.

Experience

Required: At least five (5) years of progressively responsible experience in human resources management specifically in the area of benefits administration. Two (2) years of this experience should have been in an international environment, preferably in the United Nations. At least three (3) years of demonstrated experience with large Enterprise Resource Planning (ERP) systems (e.g., SAP, UMOJA, Oracle, PeopleSoft).

Asset: Experience in recruitment.

Language skills

Required: Fluency in spoken and written English.

Advantage: Knowledge of a second official UN language.

Specific professional knowledge

Required: Knowledge and at least two (2) years practical experience in applying United Nations Rules and regulations, UN common salaries, classification, and entitlements system.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, being responsible to clients and partners, delivering results, leading and empowering others.



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. 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 annual salary and allowances:
US\$ 59,151 to US\$ 66,332
(plus variable post adjustment, currently 31.8% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>