



VACANCY ANNOUNCEMENT

Staff Development 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
10 September 2023 23:59 hrs CET	23/081/AS/HR/ICT	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 25 August 2023, Post number: 30518553, Funding: A23/62ZRB

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 position is located in the Human Resources sub-division, which is accountable for providing 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.

What you will be doing

Under the direct supervision of the Staff Development Officer and the overall guidance of the Chief of Human Resources, the incumbent is responsible for a wide range of administrative functions related to the organizational development, learning and performance management portfolio of the Secretariat.

You will have the following responsibilities

Within delegated authority, the Human Resources Assistant will be responsible for the following duties:

1. Supports Learning and Development, Performance Management and Staff Well-being activities;
 - Researches, compiles, organizes and analyses information and reference materials from various sources for the implementation of new learning technologies, special training projects, substantive and technical learning and enhancement of existing processes;
 - Assists in the preparation of a strategy and plan for training and development activities, staff development policies, guidelines and procedures to meet current needs;
 - Ensures that information on the intranet and in the learning management system (LMS) is maintained and updated, training materials are accessible to all secretariat staff and regular reports are prepared;



- Assists in establishing and using a wide range of communication channels such as playlists or newsletters to disseminate learning opportunities and engage staff in learning activities;
 - Assists in the implementation and delivery of online learning services and libraries including configuration, maintenance and user engagement;
 - Carries out market research and proposes training vendors, consultants, venues and materials in support of the design of future training activities and maintains and/or updates related databases/master lists;
 - Contributes to the preparation of Terms of Reference and Requests for Outside Expertise for training activities;
 - Assists in designing and analysing staff surveys, learning needs assessments and evaluations of learning initiatives.
 - Plans, carries out and compiles evaluations and statistics to report on UNFCCC's learning and performance management activities and supports recommended actions to increase impact.
2. Acts as system administrator for the organization's cloud-based talent management system (learning, performance) and manages the vendor relationship;
- As system administrator creates and manages system content, user data, workflows and approval processes;
 - Collaborates with local administrators in the Programmes to ensure streamlined administrative workflows;
 - Contributes to the creation, and management of system standards and procedures; develops and documents processes as needed to establish consistent testing, use and quality assurance of the system;
 - Supports the development of the system roadmap and future system strategies and enhancements; reviews and enhances user-friendliness, functionalities and system interface;
 - Sets up and configures the annual online Performance Appraisal review tasks;
 - Raises tickets and follows up on queries and enhancements with the vendor Cornerstone and proposes enhancements in the vendor's client community;
 - Exchanges knowledge and aligns best practices in regard to talent management systems with other UN agencies;
 - Produces guidance materials on the use of the Learning and Performance tool for end-users.
3. Contributes to the development and implementation of innovative learning and development and performance management initiatives and projects;
- Supports the development and implementation of innovative approaches to support the achievement of organizational goals, e.g. gamification, mobile learning, online communities of practice;
 - With the overall guidance of the Staff Development Officer, manages organizational development projects including scope control (content, objectives, budget, timelines), communication, time management, and quality;
 - Contributes to the designs and development of multimedia learning content and self-paced online learning courses in line with agreed organizational needs and adult learning/instructional design methodologies
 - Actively supports the organizational culture change initiatives.



4. Provides other duties as required including acting as back up for other unit members.

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.

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.

Your qualifications

Educational Background

Completed secondary education or its equivalent.

Experience

At least five (5) years of work experience relevant to the functions of the post, in particular in regard to the design and administration of learning programmes, maintenance of Learning Management and Performance Management systems. Experience working in an international environment is highly desirable.

Language skills

Excellent written and spoken English. Working knowledge of German and other UN languages is an asset.

Specific professional knowledge and skills

Proficiency in the use of standard office IT systems and applications is required. Proficiency in the use of eLearning authoring software (e.g. Articulate Storyline) is an asset.

What is the selection process

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



Page 4

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. 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 annual salary: Euro 44,919 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.
