



## VACANCY ANNOUNCEMENT

### **Administrative Officer, P-3** Executive Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 August 2025 23:59 hrs CET	VA 25/031/E	As soon as possible	Two years 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 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 will you be working**

The position is located in the Executive Division of the UNFCCC secretariat in Bonn, Germany.

Reporting to the Manager, Organizational Development and Oversight (P-5), the Administrative Officer leads the Programme Administrative Team (PAT) which is responsible for the provision of administrative services, support and guidance to the Executive division in relation to human resources, budget and financial management, and procurement. The Administrative Officer also supports the Organizational Development and Oversight Unit (ODO) on audit-related matters and contributes to other ODO tasks, as appropriate.

#### **Your responsibilities**

Within delegated authority, the Administrative Officer will be responsible for the following duties:

##### **1. Human Resource Management**

- a. Effectively coordinates actions relative to the administration of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.

##### **2. Budget and Finance**

- a. Takes the lead with respect to the preparation and implementation of the work programme, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued.
- b. Monitors and reviews the work programme and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan. Coordinates the production of programme reports.
- c. Defines requirements and works with department divisions with respect to improving budget reporting systems and cost-effective utilization of program resources.
- d. Liaises with donor counterparts at technical level to support fundraising efforts and for adequacy of technical reporting in order to meet donor requirements and ensure accuracy and integrity of documentation.



- e. Develops, reviews and assists in improving procedures, administrative operations and internal guidelines and implements same to ensure that accounting and financial management controls are consistent with UN policy and practice.
- f. Supervises and/or provides guidance on financial administration and management information issues and practices to colleagues.
- g. Provides guidance and leadership to more junior staff.

### **3. General Administration**

- a. Oversees work related to procurement, billing and receipt of income from various services, operational travel programme, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services.
- b. Provides support in preparing agreements and arrangements for collaboration with other UN organizations, potential donors, beneficiaries and host countries.
- c. Reviews adequacy of departmental space requirements.
- d. Oversees the identification of office technology needs and maintenance of equipment, software and systems, coordinating enhancements as necessary.

### **4. Oversight and accountability management**

- a. Assists the Manager in liaising with external auditors and OIOS to ensure effective follow-up on compliance and implementation of their recommendations;
- b. Provides input in monitoring of the status of audit recommendations and appraises adequacy of implementation and action taken on audit recommendation; presents results and advises on possible actions to management;
- c. Collaborates with relevant internal stakeholders to develop and maintain a results and risk measurement framework, updates the Enterprise Risk Register, and supports the secretariat in identifying, assessing and preparing for potential risks and their mitigation.
- d. Ensures appropriate supporting documents are in place;

### **5. Performs other related work as required.**

#### **Competencies**

**Applying Professional Expertise:** Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

**Being Accountable:** Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability within the work unit.

**Being Responsive to Clients and Partners:** Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to



anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

### **Managerial Competencies:**

**Managing Performance and Developing People:** Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

### **Your qualifications**

#### **Educational Background**

**Required:** Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, social sciences or related area. A first level university degree (B.A. or equivalent) in combination with two additional years of qualifying experience may be accepted in lieu of the advanced degree.

#### **Experience**

**Required:** A minimum of five years of progressively responsible experience at the professional level in programme management, administration, finance, accounting, or related field.

#### **Language skills**

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

**Asset:** Knowledge of another UN official language

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

##### **Required:**

Specialized expertise in monitoring and evaluation in particular with respect to programme planning and development, project implementation, results-based budgeting, financial management and programme administration. Knowledge of SAP or other ERP system for financial and accounting modules is required. Knowledge of the Umoja system is an asset. Knowledge of UN administrative policies, regulations and rules is highly 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.



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**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\$ 70,212  
(plus variable post adjustment, currently 40.3% of net salary),  
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.