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**VACANCY ANNOUNCEMENT**  
**EXECUTIVE DIRECTION AND MANAGEMENT (EDM) PROGRAMME**  
**LEGAL AFFAIRS (LA) PROGRAMME**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 12/073/EDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>18 September 2012</b>
<b>DEADLINE FOR APPLICATION</b>	<b>17 October 2012</b>
<b>TITLE AND GRADE:</b>	<b>Associate Programme Management Officer, P-2</b>
<b>POST NUMBER:</b>	<b>ZRB-2944-P2-007</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 46,730 to 52,645(without dependents)</b> <b>US\$ 49,821 to 56,347 (with dependents)</b> <b>(plus variable post adjustment, currently 42% of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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### **Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The Executive Direction and Management programme (EDM) leads the secretariat in its response to the needs of the Convention and Kyoto Protocol bodies and ensures the overall coherence of the work of the secretariat. The Executive Secretary and the Deputy Executive Secretary provide strategic direction for the secretariat and represent the organization externally.

The Legal Affairs Programme provides legal advice and support to Parties, Convention and Protocol bodies and the secretariat in matters related to the implementation of the Convention and its Kyoto Protocol, the conduct of the intergovernmental process and the operations of the secretariat. The programme enables the compliance mechanism to operate effectively and to support the environmental integrity of the Kyoto Protocol and the credibility of the market mechanisms.

### **Responsibilities**

Under the joint supervision of the Chief of Staff, EDM, and the Coordinator, LA, the Associate Programme Management Officer coordinates overall administrative support to both programmes, 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 Administrative Services (AS) programme, based on UN and UNFCCC administrative regulations, rules and procedures.

#### **A. Human resources management:**

1. Assists in the review, analysis and monitoring of short and long term human resources requirements and makes relevant recommendations.

2. In consultation with the UNFCCC Human Resources Unit, facilitates the development of job descriptions and vacancy announcements, coordinates the recruitment process, keeps track of the contractual status of programme staff and consultants, monitors and ensures timely completion of the performance appraisal, and monitors time and attendance records.
3. Provides information to EDM and LA 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.
4. Provides information to management on the implementation of HR strategy and other administrative policies and their impact on EDM and LA.

**B. Financial management, budget and reporting:**

1. Assists in developing the EDM and LA work programmes and budgets, compiling and analyzing relevant input to ensure the adequacy and consistency of information and data; ensures timely submissions to the Budget.
2. Ensures effective control over the EDM and LA budget by regularly monitoring programme income and expenditure and raising issues that may require managerial intervention.
3. Assists in the preparation of EDM and LA budget performance reports budget performance reports, including updates and additions to the EDM and LA mandates database.
4. Supports the preparation of regular financial reports to Foundations and other donors for contributions received.
5. Acts as certifying officer for EDM and LA, approving pre-encumbrances, reviewing and inspecting obligations, and processing payments.

**C. Procurement, Travel and General Programme Support:**

1. Monitors, reviews and processes travel related actions for EDM and LA programme staff and consultants; certifies mission travel requests and claims for staff, consultants, interview candidates and meetings participants/experts.
2. Assists in administrative matters related to the provision of IT services to EDM and LA and liaises with the ITS relationship managers where necessary.
3. Coordinates and facilitates EDM and LA procurement requests for goods and services.

**D. Performs any other job related activity required to meet the goals and objectives of the serving programmes and the secretariat.**

**Requirements**

- First level university degree in business or public administration, finance and accounting, social science or a related area.
- At least three (3) years of relevant progressive professional experience in programme management, administration, finance or related area, including at least one (1) year at an international level.
- 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. Knowledge of UN administrative policies and regulations and rules.
- Strong project formulation, administrative and organizational skills and excellent interpersonal relationship skills.
- Fluency in written and spoken English. Working knowledge of another UN language is an asset.

**Evaluation criteria**

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgement in the work environment; the capacity to plan own work and manage conflicting priorities.

**Commitment to continuous learning:** Willingness to keep abreast of new developments in their field of work.

**Communication:** Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

**Technological Awareness:** Ability to make effective use of required computer software and other equipment relevant to the post.

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

### **To apply**

Candidates whose qualifications and experience match the requirements for this position, please 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.**