



VACANCY ANNOUNCEMENT

Project Assistant, G-6

Information and Communication Technology (ICT) Programme
Governance Sub-programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 November 2017	VA 17/016/ICT	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 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 Information and Communication Technology programme is a central service provider for information and communication technology infrastructure and user support services, as well as for information systems development, maintenance and application support within the UNFCCC.

Where will you be working

You will be joining the Governance sub-programme which is responsible for defining and optimizing all aspects of ICT governance in the ICT programme. It is also responsible for guiding the UNFCCC staff on ICT governance issues and ensuring effective and efficient participation of staff in the ICT governance processes. The ICT governance includes portfolio, program, project, service, quality management as well as Enterprise Architecture and information security.

What will you be doing

Under the overall guidance of the Director, Information and Communication Technology (ICT) and the direct supervision of the Lead, Project and Services Management, you will provide overall Governance support to the programme in administering the project offers, change requests and baseline services with ICT client programmes. The tasks will be undertaken in close cooperation with ICT Programme Administrative Team (PAT) and delivery teams, and the ICT client programmes.

Expected key results:

- Coordination of engagement and project controls;
- Monitoring and execution of engagement and project activities

You will have the following responsibilities:

- A. With regard to the coordination of engagement and project controls, you will:
1. Liaise with client programmes and the ICT Client Relationship Managers to complete the Framework Programme Agreement, project control documents including project offer, request, response, change requests and contribute to the determination of resource and cost requirements to project control documents,



2. Monitor the adherence of the ICT approval process for project control documents and ensure the proper filing and registration of project control documents in the ICT tools;
 3. Organize project control reviews as per the ICT processes and coordinate with the reviewers to ensure the review results are timely shared and registered in the ICT tools;
 4. Monitor the adherence of the project closure control processes and ensure the project team's proper filing in the ICT tools;
- B. With regard to the monitoring and execution of the engagement and project activities, you will:
1. Monitor and follow up with the ICT team members on the accurate and timely reporting of time and material in the ICT tools;
 2. Initiate, design and contribute to the development of the required management reports using ICT tools and input from the ICT PAT;
 3. Provide all necessary information to ICT PAT and delivery team as a basis for PAT to ensure the timely issuance of allotments under FPAs, regular updates on the expenditure as well as closure of financial reports;
 4. Collaborate and work with the project managers and relationship managers of the ICT programme on recording and monitoring resources of the FPAs; prepare resource analysis, projections and up-to-date utilisation reports;
 5. Ensure consistent, regular and reliable reporting of resources under the FPA to ICT client programmes and ICT management;
 6. Work closely with the ICT client programmes to answer queries and resolve issues on the progress of resources reporting of projects and service;
 7. Support the ICT PAT to ensure financial records are compliant with UN financial rules and regulations and meet audit requirements by providing all necessary IT projects and services information;
 8. Draft several types of internal and external communications/documents including briefing notes, correspondence, replies to questions relating to human resources and budget issues.
- C. You will perform any other job-related activity as may be required.

What are we looking for

Educational background

Required: Completed secondary education.

Asset: Completed training in administration incl. finance/accounting with certification.

Experience

Required: At least seven (7) years of progressively responsible professional experience in project administration, technical cooperation or related field preferably in an IT environment, with a strong emphasis on financial and/or governance related tasks.

Highly desired: Experience in an international environment.

Language skills

Required: Excellent skills in written and spoken English.

Asset: Working knowledge of other United Nations languages.



Specific professional knowledge

- Required:
- Proficiency in various MS Office applications (Word, Powerpoint) and excellent Excel skills;
 - Knowledge of using ERP system, preferably SAP;
 - Proven knowledge of IT Project Management Methodology, preferably PRINCE2.
- Asset:
- Finance/Accounting certifications

Job related skills

- Required:
- Excellent administrative and organizational skills with strong capability of handling complex financial tasks and reporting;
 - Strong interpersonal skills with a strong service-oriented attitude in achieving tasks;
 - Excellent communications skills, ability to communicate with both technical and non-technical staff;
 - Ability to multi-task and work well under pressure.

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: Being responsive to clients and partners, working with teams, communicating with impact, delivering results.

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. 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. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant. All travel, interview and relocation costs 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 41,629.00 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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