



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

General Services Assistant, G-5
Administration and Operations Division
Procurement, Travel and General Services Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 August 2026 23:59 hrs CET	26/TJO11/A&O	As soon as possible	Until 18 October 2026 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 you will be working

This post is located in the General Services team in the Procurement, Travel and General Services unit of the Administration and Operations division. The General Services team is accountable for a working environment that is productive, healthy, safe, and environmentally and socially sustainable. It ensures the provision of adequate office space, building infrastructure and facilities, non-ICT property and supplies, mail circulation, local transportation and related common UN Bonn issues.

Under the direct supervision of the Associate General Services Officer (P-2), the incumbent is responsible for:

- Administration of office space
- Management of furniture, equipment and other non-expendable property, including implementing asset management functions for non-ICT equipment in all locations
- Assisting and replacing the Associate General Services Officer in his/her absence

You will have the following main responsibilities:

1. Administers the usage of facilities and office space, by:
 - Evaluating the functional needs of requesting divisions in term of office space;
 - Overseeing the requests for office, meeting and utility room moves and re-arrangements;
 - Coordinating larger office moves; organizing and overseeing work of daily contractors;
 - Finalizing floor plans at the macro- and micro-levels and office layouts;
 - Preparing presentation of proposals for efficient space distribution;
 - Providing input to the planning of mid- to long-term office space requirements and requisite action; and
 - Reporting to the UN Bonn Common Services Unit (CSU) for necessary repairs, renovations, alterations, additions and construction of building infrastructure and technology.
2. Administers furniture and other non-expendable property (NEP) throughout the storage, usage and disposal stages, by:



- Maintaining and tracking NEP (non-ICT) stock records and generating reports; identifying needs for replenishment of stocks and replacement of obsolete assets;
 - Processing requisitions and initiating purchasing process; assessing longer term requirements and contributing relevant input to the annual procurement plan for NEP (non-ICT); Controlling, receiving and stocking areas in a manner that maintains a safe working environment; Maintaining, repairing and replacing secretariat property (non-ICT), within given contractual arrangements;
 - Ensuring UNFCCC assets are assigned stock numbers, bar-coded, decaled and tagged as per UN guidelines.
 - Coordinating the team assigned to conduct periodic physical inventories of UNFCCC NEP (non-ICT) to ensure accuracy of serial and decal numbers, stock descriptions, net total on hand and exact location of property.
 - Submitting reports on physical inventories to the Associate General Services Officer.
 - Managing and maintaining a comprehensive electronic database of non-expendable UNFCCC property; ensuring that data on all incoming non-expendable property, acquisitions, disposals, transfers, deletions and corrections are accurate and up-to-date.
 - Identifying and contacting appropriate vendors for the sale of non-expendable (both ICT and non-ICT) property declared surplus or unserviceable.
 - Receiving NEP -ICT- to be disposed of and ensuring efficient and timely write-offs; drafting disposal cases, collecting all relevant background information for the cases and making recommendations for the appropriate disposal of inventory.
3. Supervises all aspects of General Services activities on the UNBonn campus. Activities include but are not limited to:
- Inspecting the buildings to ensure use and maintenance of safety and ergonomic standards and equipment;
 - Coordinating, monitoring and supervising work performed by contractors to ensure adherence to work schedule and guidelines;
 - Supervising mail distribution;
 - Supervising local transportation; and
 - Assisting and replacing the Associate General Services Officer in his/her absence as well as all other members of the General Services team.
4. Supports the sustainability efforts of the secretariat in the area of facilities, by:
- Meeting the objectives and targets of the Environmental Management System (EMS) of the secretariat in the area of facilities;
 - Developing and proposing new targets and action plans for the EMS;
 - Aligning with the UN Disability Inclusion Strategy and the UNFCCC gender diversity and inclusion strategy.
5. **Performs any other job-related activity required** to achieve the goals and objectives of the team, the unit, the subdivision, division or the secretariat.

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.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner. Writes in a well-structured and logical manner, in keeping with established UN standards. Openly shares information and keeps people informed. Uses appropriate communication tools to disseminate information. Demonstrates a willingness to improve linguistic abilities and communication skills. Listens carefully to understand other's views and responds appropriately. Seeks feedback and adjusts language, tone, style and format to match the audience.

Your qualifications

Educational Background

Completion of secondary education. Completed vocational training in the field of facility and/or building management, architecture, civil engineering, logistics or related field is highly desirable.

Experience

At least five (5) years relevant working experience in the area of facility or space management and property management or three (3) years with a first level university degree in logistics, administration, architecture or engineering. Work experience at the international level is an asset.

Language skills

Excellent knowledge of written and spoken English. Working knowledge of German and/or of another UN language is an asset.

Other requirements

A valid driving licence for Germany with clean driving records is required.

What is the selection process

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

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. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. 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. 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.



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2. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
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 monthly salary: Euro 4,455 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.
