



**FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat**  
**CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat**

**VACANCY ANNOUNCEMENT**

**OFFICE OF THE DEPUTY EXECUTIVE SECRETARY (ODES)**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 08/091/ODES</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>31 October 2008</b>
<b>DEADLINE FOR APPLICATION</b>	<b>29 November 2008</b>
<b>TITLE AND GRADE:</b>	<b>Programme Management and Administrative Officer, P-3</b>
<b>POST NUMBER:</b>	<b>ZRB-2944-P3-005</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 52,408 to 58,679 (without dependents)</b> <b>US\$ 56,145 to 62,962 (with dependents)</b> <b>(plus variable post adjustment, currently 65.8% 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>

**Background**

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

The Deputy Executive Secretary and his office assist the Executive Secretary in ensuring the coherence of the work of the secretariat and mobilizing United Nations and other international agencies. The Office of the Deputy Executive Secretary guides and oversees the provision of informational, administrative and conference services to the secretariat and the Parties to the Convention and its Protocol. Within the Office of the Deputy Executive Secretary, the COP secretariat team coordinates and manages the secretariat's support for the COP to facilitate progress in the intergovernmental process.

**Responsibilities**

Under the overall supervision of the Deputy Executive Secretary (DES) in close consultation with the Coordinator, Conference Affairs Services (CAS), and working in close coordination with the Coordinator, Administrative Services, the incumbent is responsible for ensuring efficient administrative operations within the office of the DES and CAS (hereinafter referred to as "the programmes") related to the entire span of human resources, budget, finance, procurement, travel and other administrative issues, and contributes to the effective management of the programmes. The duties include:

**1. Financial and budgetary management and reporting**

- (a) Coordinates the preparation of the work programme and budget for the programmes, including in the planning and formulation of activities additional to the biennial work programme and core budget, and initiates and coordinates related actions on a continuous basis.

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- (b) Monitors and reviews the work programme, other activities and related budgets by conducting regular and special reviews to assess progress of actual work and results versus the programme plan; coordinates the production of programme reports such as programme delivery, project, and financial reports.
- (c) Ensures that financial resources are optimally utilized to implement activities in accordance with the programme budget and other funding agreements, and allotments issued.
- (d) Prepares the budgetary and financial documents for programmes; monitors and exercises strict control over budgetary allocations; acts as certifying officer for obligations and financial documents and initiates their liquidation and closure in accordance with the UNFCCC rules and procedures.
- (e) Inspects invoices for goods and services received by the programmes, including from consultants, contractors, temporary staff, and expenditure reports from governmental and intergovernmental organizations, and acts as certifying officer for payments.
- (f) Takes the lead in specific financial management of the programmes including budget tracking, expenditure planning and preparation of programme specific financial reports; in close cooperation with the Programme Planning and Budget unit, identifies resource mobilization options and monitors the income and allocation of specific funds to the programmes.
- (g) Provides back up support as alternate certifying officer for other programmes and funds in accordance with the delegation of authority.

## **2. Procurement, Travel and office space**

- (a) Facilitates programme procurement requests for goods and services; coordinates between the programmes and PGSU in solicitation processes, including contributing to and participating in presentations to the Committee on Contracts.
- (b) Advises programme staff on monitoring and evaluating vendor performance and contract implementation; recommends corrective measures if required.
- (c) Coordinates travel related actions for programme staff and consultants; certifies mission travel requests and claims for the programmes' staff and consultants, as well as for travel of all secretariat and other UN staff and consultants servicing sessions of Convention and Protocol bodies.
- (d) Reviews the programmes' office space and technology requirements; makes relevant recommendations and initiates and coordinates related actions with AS and IS as appropriate.

## **3. Human Resources related issues**

- (a) Initiates and coordinates actions covering areas of human resources activities by identifying, analyzing and monitoring on a continuous basis the programmes' staffing needs long term and short term; coordinates the preparation of job descriptions and terms of reference; monitors contractual status of programme staff, consultants, contractors and other temporary staff; initiates related actions.
- (b) Coordinates recruitment activities for the programmes.
- (c) In close consultation with the Human Resources unit, advises on conditions of service including compensation and benefits, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations, ensuring consistency in the application of UNFCCC rules and procedures.
- (d) Effectively coordinates actions relative to the administration of human resources in the programmes, e.g., placement, development, performance appraisal, job classification reviews, promotion, separation, etc., ensuring consistency in the application of UN rules and procedures.

## **4. General Programme support and related activities**

- (a) Identifies operational and strategic programme issues and priorities and provides advice and recommendations to the heads of the programmes on complex issues relating to the full scope of administrative matters; provides guidance, recommendations and advice on such issues to managers and staff in the programmes.

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- (b) Reviews regularly, improves, and develops innovative internal procedures and administrative operations; ensures that programme activities are consistent with UNFCCC and UN rules, policies, procedures and practice.
- (c) Serves as focal point for coordinating activities of an administrative nature with Administrative Services, other programmes, and external counterparts, and participates in preparing agreements and arrangements for collaboration with other UN organizations, potential donors, beneficiaries and host countries.
- (d) Represents the programmes in secretariat-wide committees, task forces and other groups.
- (e) Assists the heads of the programmes in facilitating management meetings in their area of responsibility and acts as secretary.
- (f) Plans, organizes and supervises the staff and activities of the Programme Administrative Team (PAT); provides effective guidance and development opportunities to the staff of the PAT, and evaluates their performance.

**5. Performs other duties as may be assigned.**

**Requirements**

- First level university degree in business or public administration, finance, accounting, law, social science or related area.
- A minimum of five (5) years of progressively responsible experience in administration, finance, accounting, human resources management or related field. The incumbent must have strong administrative and organizational skills, project formulation and management skills, and demonstrated ability to prepare and communicate technical and administrative information in written formats.
- Fluency in English (both oral and written). Working knowledge of another UN language is an asset.

**Evaluation criteria**

**Professionalism:**

The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

**Commitment to Continuous Learning:**

Willingness to keep abreast of new developments in their field of work.

**Communication:**

Ability to provide thorough, well reasoned contributions to documents and papers.

**Technological Awareness:**

The capacity 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.

**To apply**

In order to apply for this vacancy please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the "apply" link next to the vacancy announcement:

**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.**