



VACANCY ANNOUNCEMENT

Human Resources Assistant, G-6 AS/HR/ICT Division Human Resources Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
10 June 2022 23:59 hrs CET	VA 22/040/AS/HR/ICT	As soon as possible	two 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 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 Human Resources sub-division, which is accountable for providing effective workforce planning, strategic talent acquisition and organizational development, with a view to increasing the geographical and gender diversity of the secretariat and meeting its evolving needs.

Reporting directly to the Human Resources Officer, P-3 team leader of the Benefits and Entitlements team and with the overall guidance from the Chief of Human Resources P-5, the Human Resources Assistant is responsible for the on-boarding of new staff, administers benefits and entitlements, advises and guides client divisions on benefits & entitlements from sourcing to the separation stages.

Your responsibilities

1. Ensures efficiency and accuracy in the on-boarding process of new staff to the secretariat by:

- Following up on the status of recruitment related actions and coordinating matters pertaining to visas, travel and shipment arrangements;
- Determining related benefits and finalizing offer letters and statements of emoluments, ensuring that personnel decisions reflect the correct interpretation and application of Staff Rules and Regulations as well as pertinent administrative guidelines;
- Initiating personnel actions in UMOJA or ERP based HR system such as SAP;
- Briefing new staff on conditions of service and related administrative matters including UN and secretariat rules and regulations pertaining to benefits and entitlements; guiding staff on requirements in completing induction forms;
- Overseeing the completion of entry medical examinations as well as periodic follow up exams as required; and
- Responding to queries covering a range of personnel services including personnel administration, regulations and rules, administrative instructions and policies.



2. Ensures equity, consistency and accuracy in the administration of entitlements of staff throughout their employment up to the separation stages by:

- a. Monitoring and following up on contract extensions, home leave, changes in family status for entitlements, recalculations and any other change in status requiring a potential adjustment in conditions of service or benefits and entitlements;
- b. Reviewing and analysing requests for dependency benefits, rental subsidy, time and attendance, education grant, education grant travel, etc.;
- c. Reviewing, processing and entering/certifying in UMOJA personnel actions pertaining to the full range of entitlements and benefit claims;
- d. Calculating and initiating staff promotion personnel actions;
- e. Providing in-depth research on individual cases for exceptions and waivers to the rules, regulations and guidelines, preparing talking points and notes and, as required, identifying options for handling of unusual benefits/entitlements determinations; and drafting related correspondence; and
- f. Processing separations due to retirement, end-of-contract or terminations for cause.

3. Enhances management and staff knowledge, understanding and acceptance of HR policies, administrative guidelines, practices and procedures pertaining to staff administration by:

- a. Seeking ongoing opportunities to share specialized knowledge of staff onboarding and staff administration as well as other HR activities pertinent to the evolving conditions of service and employment of professional staff with the Programme Administration Teams (PATs), managers, supervisors and staff in assigned programmes/services;
- b. Conducting briefings during programme/service staff meetings on any changes to staff regulations, rules, guidelines, practices and procedures and;
- c. Advising supervisors and staff on individual contract administration and benefit and entitlements issues.

5. Advise and assist on all aspects related to generating periodic HR reports, compilation of data containing HR related statistics from various sources to solve operational problems.

6. Performs any other job-related activity required to achieve the goals and objectives of the team, and the subdivision.

Competencies

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

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.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to



enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Required Completed secondary education.

Desirable: Course/training in human resources management

Experience

Required: At least seven (7) years of progressively responsible work experience in the field of human resources management. Work experience in the administration of benefits and entitlements is an asset. At least two years of work experience should have been at the international level.

Language skills

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

Advantage: Knowledge of another UN official language.

Specific professional knowledge or skills

Familiarity with United Nations rules and regulations in benefits and entitlements. Experience using Human Resources Databases relating to personnel management/ administration or other HR information systems is required. Experience in using an ERP system such as SAP or UMOJA is an advantage.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

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. 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 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.
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 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.
