



VACANCY ANNOUNCEMENT

Director of Administration and Operations, D-1

(This is a re-advertisement of VA 24/020/AS/HR/ICT published in April 2024; candidates who continue to be interested in the position need to apply again)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 March 2025 23:59 hrs CET	VA 25/005/AS/HR/ICT	As soon as possible	Two years with possibility of extension (Fixed Term)	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 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 **Operations Coordination department** ensures the strategic focus, effective coordination, and operational improvement of the Operations department by collaborating with Programmes Coordination, Cross Cutting divisions, and the Executive/Deputy Executive in taking and reviewing decisions on the strategic direction and priorities of the secretariat and the corresponding allocation of resources. It ensures that all divisions of the department contribute to the secretariat's aspiration to remain a strategically agile and effective organization, fostering the organization-wide culture and values of innovation, agility, and flexibility for the achievement of its goals and mandates. Operations Coordination assists the Executive Secretary/Deputy Executive Secretary (ES/DES) in taking a coherent, secretariat-wide approach to human resources, legal and resource mobilization, and partnerships through coordination, policy support, processes, capacity-building, and development of the required intelligence, tools, resources, and services.

The Division of Administration comprises the Financial/Budget Management Unit, Information and Communication Technology Services, the Programme Administrative Teams (PATs) and Administrative Services delivers a wide range of operational services that support the intergovernmental process, related institutions, bodies, and mechanisms, including conferences and meetings, the regulatory systems under the Kyoto Protocol, and the daily operations of the secretariat and its divisions. (Administrative Services includes Procurement, Travel, Facilities Management, Security and Common Services (in Bonn) Issues).

What will you be doing:

The Director of Administration is responsible and accountable for the effective management, direction, and oversight of a wide range of operational services, which include the following:

- Financial Management, Accounting and Budget
- Information and Communication Technology
- Programme Administrative Teams (PATs)
- Administrative Services
 - General Services (Facility Management)
 - Procurement
 - Travel



- o Bonn-based inter-agency issues (e.g., office allocations, permits, visas, host country issues)
- o Other responsibilities as assigned

Where will you be working:

This position is in the UNFCCC secretariat located in Bonn and reports to the Senior Director (D-2) of the Operations Department.

Expected key results:

- Identify and design cost-effective innovative systems, information technology tools, and mechanisms to enhance UNFCCC's action towards effectively and efficiently achieving its objectives; further development of executive dashboards for managers on budget, finance, travel, consultancies, etc.;
- Managing financial resources; managing the budget process, focusing on introducing new tools/systems – Service Now, fundraising – Umoja, etc.;
- Effective and efficient management of organizations financial resources, coordinating with appropriate divisions across the organization;
- Effective and efficient management of workflow for ensuring smooth identification of post-management across, HR, Finance, and budget;
- Effective and efficient management of information management resources for the organization, ensuring our systems/applications are fit for purpose;
- Support for critical IT initiatives in other departments by offering advice/guidance on overall projects, supporting technical boards and committees, review of project architecture to ensure compliance with UNFCCC infrastructure, cybersecurity, etc.;
- Lead innovation and change inefficiencies in workflow and processes for the administration, identifying and using appropriate tools and technologies;
- Provide admin and IT support to SB and COPs for successful delivery of these and other intergovernmental processes;
- Led the technological advancement required for innovation and application strategy;
- Responsible for bi-annual budget development and approval; monitoring and tracking all funding sources;
- Overall responsibility for audit recommendation implementation in a timely manner;
- Effectively and efficiently manages available human and financial resources to ensure the timely delivery of programmed outputs;
- Review of existing and development of new policy guidelines and administrative issuances with respect to a variety of administrative and logistics areas, including budget and finance, procurement, travel, and human resources management;
- Serves as an organizational focal point for appeals and disciplinary cases when appropriate;
- Appropriate support to audit teams and primary responsibility for clearance/implementation of all audit recommendations attributed to the administration and related areas.

You will have the following responsibilities:

Within delegated authority, you will be responsible and accountable for:

1. Strategic planning and policy advice:

- a. Lead and assist the Senior Director of the Operations Coordination Department in the development of vision, direction, and strategy for the overall work programme of the Department, identifying critical priorities, overseeing the preparation of the secretariat programme budget and reporting on implementation; ensure maintenance and finalization of accounts in compliance with applicable financial rules and regulations;
- b. Identify and design of cost-effective innovative systems, information technology tools, and mechanisms across the various operational areas with a particular focus on internal controls, to enhance UNFCCC's action towards achieving its objectives;



- c. Analyses workflows and design options for streamlining business processes and leveraging impact;
- d. Review of policies/procedures in all areas of responsibility to ensure they are fit for purpose and in cases where they need to be revised/updated/developed, will take the lead role in coordinating the necessary discussions, develop recommendations, submit, and lead discussions with the Management Team and the Staff Association, and then finalize the policy/procedures. Participate in policy discussions outside of the immediate work unit, in conjunction with the Senior Director of Operations and the Deputy Executive Secretary;
- e. Oversees the implementation of non-structural changes to strengthen the organizational culture, knowledge sharing, and collaboration among staff and initiatives;
- f. Development of financial management oversight and development of tools to ensure transparency within the Organization as to the on-time presentation of financial data and reporting;
- g. Oversight of multi-million-dollar procurement operations;
- h. Engagement with and participation and presentations to Senior Leadership Management Team on a variety of issues.

2. Management and Leadership:

- a. Engagement with and participation in presentations to Senior Leadership Management Team on a variety of issues;
- b. Lead, supervise, and carry out the work programme of the Division under your responsibility. Coordinate the work carried out by the different units/sections under the Division, ensuring adequate planning and priority setting and monitoring performance against critical indicators. Provide orientation and inputs as well as substantive reviews of draft workplans and proposals prepared by the teams under supervision;
- c. Manage, guide, develop, and train staff under your supervision. Leverage the team's work to provide high-quality technical support to UNFCCC's operational needs, aiming at enhancing their performance and delivery in close coordination with the various work units in the secretariat for alignment with best quality practices and new policy developments;
- d. Foster teamwork and communication among staff in the Division and across organizational boundaries;
- e. Evaluate staff performance, monitor performance improvement plans, and provide transparent and thorough feedback to strengthen the division's overall team cohesion and to encourage synergies and cross-fertilization;
- f. Disseminate and encourage capacity-building by contributing to the shaping of enabling policies, tools, and mechanisms to facilitate organizational knowledge sharing and advancement;
- g. Effectively recruit high-caliber staff, taking due account of geographical and gender balance.

3. Other responsibilities relating to the delivery of a wide-range of administrative services, including:

- a. Oversight of internal and external audits (Board of Auditors and OIOS), including the identification of risk areas, and monitors the implementation of ensuing audit recommendations across the secretariat;
- b. Oversight of risk management activities within the purview of the Division of Administration
- c. Preparation of proposed budgets for consideration and adoption by Parties, including participation in the budget discussions with the Parties, subsequent preparation of required reporting;
- d. Advocate for and contribute to the development and implementation of UNFCCC's partnerships and resource mobilization strategies in close consultation and collaboration with the Senior Director of the Operations Coordination Department and the Resource Mobilization and Partnership Unit, under the Deputy Executive Secretary (DES);
- e. Liaise with a wide array of partners to forge and nurture strategic alliances to inform and develop UNFCCC's operations management policies;



- f. Participate in international, regional, or national meetings and provide programmatic/substantive expertise on an issue, or hold programmatic/substantive and organizational discussions with representatives of other institutions and participate in relevant UN system coordination bodies and mechanisms;
- g. Coordination with the UN Bonn Inter-agency and UNV (UN lead agency) on issues of mutual interest (host country issues, visas, permits, office allocations, facilities management, etc.);
- h. Support to organization's responses and/or submissions for appeals and disciplinary cases.

4. Perform any other job-related activity required to achieve the goals and objectives of the secretariat.

Competencies:

Applying Professional Expertise: Creates a culture across the unit/programme which values expertise and multidisciplinary cooperation and takes action to address behaviors which undermine this culture. Promotes alternative sources of expertise and best practice to create cutting edge, robust and sustainable solutions. Engages with substantive leaders outside the business unit and organization to maintain professional expertise. Institutionalizes coaching and professional development within the business unit to build substantive expertise Sets benchmarks and performance standards for delivery in accordance with identified best practice, and monitors the business unit's capacity to deliver.

Being Accountable: Promotes a culture where managers and staff accept responsibility for the quality and delivery of work. Holds managers to account within their work units for the responsible use of UN funds, assets and resources. Encourages all staff to continually identify ways to improve the efficient use of resources. Respects established accountability standards and ensures that these are consistently applied across the unit / programme. Challenges managers to accept greater accountability for their own and team performance.

Delivering results: Critically analyses situations to develop sound strategic goals and plans; Focuses the business unit on the achievement of results and holds managers accountable for developing mechanisms to measure results and meeting their commitments; Expects and holds managers accountable for creating an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Regularly reviews business areas' activities to assess the results achieved against targets, and holds managers accountable for addressing any under-performance; Benchmarks performance levels against the performance of other business areas and external sectors

Leading and Empowering Others: Pushes autonomy and empowerment downwards to the unit / programme, creating an environment where managers feel motivated to perform. Empowers and holds managers accountable for serving as a role model in achieving gender equity targets. Ensures that individual teams and work units within the unit / programme feel connected to the wider organization. Shows a deep understanding of the unit / programme's capabilities and resources and uses this to allocate activities and coordinate delivery across the different work units. Inspires staff within the unit / programme, and across the organization, by connecting with individuals at all levels. Proactively seeks out opportunities to represent and speak for the organization externally.

Managing Performance and Developing People: Provides teams, and the wider business area, with clear expectations regarding performance, and an understanding of how the performance of each individual unit impacts the wider organization; Holds managers accountable for providing honest and regular performance reviews for every staff member reporting to them; Fosters a performance management culture that focuses on results, high performance and collaboration; Mentors high potentials, strong performers and women in the business area and ensures managers provide coaching, support and relevant development opportunities to help staff realize their full potential



Exercising Sound Judgment and Decision-Making: Creates an environment where decisions are taken expeditiously; Contributes to broader organizational decisions, providing a considered and impartial perspective which takes the interests of the organization, and all those affected, into account; Assimilates multiple sources of information, identifies high-level themes, and recognizes subtle interrelationships across issues; Challenges the assumptions behind decisions, and their underlying logic, stepping away from the immediate situation to consider the wider context; Ensures decisions made within individual units, sub-divisions or the division do not adversely impact operations elsewhere within the organization; Oversees the decisions of managers within own division, holding them to account for their decisions without undermining their authority.

What are we looking for:

Educational Background

Required: Advanced university degree (Master's degree or equivalent) in business or public administration, finance, budget accounting, law, social sciences, IT management, human resources or related area. A first-level university degree, in combination with two additional years of qualifying experience, may be accepted in lieu of the advanced university degree.

Experience

Required: At least 15 years of experience with at least 10 years as a supervisor within an international organization setting.

- A minimum of fifteen years of progressively responsible experience in administration, facilities logistics, financial management, budget, IT management, human resources, or related field;
- Experience in budget preparation and negotiation, as well as liaison with internal and external auditors, in an intergovernmental organization, particularly within the United Nations common system;
- Substantial oversight experience in managing organizational finances and financial reporting to stakeholders, both inside and outside the organization;
- Substantial oversight experience in managing a human resources service or division in an international organization;
- Demonstrated track record in developing and implementing process optimization and efficiency improvement programmes with measurable impact;
- Experience in administration that could include fields such as travel, procurement, in an intergovernmental or international environment
- Substantial experience in leading and managing teams and staff in an international environment, including recruitment, retention, performance management, as well as individual and team development.
- Knowledge of ERP systems and IT strategy desirable.

Language skills

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

Desirable: Knowledge of another UN official language.

Specific professional knowledge

Desirable: Knowledge of the specificities of operational services in UN system and/or other multilateral organizational entities.



What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may 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>. Candidates are expected to submit a motivation letter as part of their online application.

Please note:

1. Service is limited to the UNFCCC Secretariat.
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 and allowances:

US\$ 116,095

(plus variable post adjustment, currently 35.2% of net salary), 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 all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
