



## VACANCY ANNOUNCEMENT

**Administrative Officer, P-3**  
Executive Division  
Programme Administrative Team

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 December 2022 23:59 hrs CET	VA 22/067/E	As soon as possible	One and a 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 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 Executive Division of the UNFCCC secretariat in Bonn, Germany. As business focal point for the Executive Division, you will be responsible for the provision of administrative services, support and guidance to the Executive Division in relation to human resources, budget and financial management, and procurement

The Administrative Officer reports to the Manager, P-5, Organizational Development and Oversight Unit (ODO) and supports ODO on oversight matters.

### **Your responsibilities**

Within delegated authority, you will be responsible for the following duties:

#### **1. Human Resource Management**

- a. Effectively coordinates actions relative to the administration of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.

#### **2. Budget and Finance**

- a. Takes the lead with respect to the preparation and implementation of the work programme, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued.
- b. Monitors and reviews the work programme and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan. Coordinates the production of programme reports.
- c. Defines requirements and works with department divisions with respect to improving budget reporting systems and cost-effective utilization of program resources.
- d. Liaises with donor counterparts at technical level to support fundraising efforts and for adequacy of technical reporting in order to meet donor requirements and ensure accuracy and integrity of documentation.



- e. Develops, reviews and assists in improving procedures, administrative operations and internal guidelines and implements same to ensure that accounting and financial management controls are consistent with UN policy and practice.
- f. Supervises and/or provides guidance on financial administration and management information issues and practices to colleagues.
- g. Provides guidance and leadership to more junior staff.

### 3. General Administration

- a. Oversees work related to procurement, billing and receipt of income from various services, operational travel programme, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services.
- b. Provides support in preparing agreements and arrangements for collaboration with other UN organizations, potential donors, beneficiaries and host countries.
- c. Reviews adequacy of departmental space requirements.
- d. Oversees the identification of office technology needs and maintenance of equipment, software and systems, coordinating enhancements as necessary.

### 4. Oversight and accountability management

- Assists the Manager in liaising with external auditors to ensure effective follow-up on compliance and implementation of their recommendations;
- Provides input in monitoring of the status of audit recommendations and appraises adequacy of implementation and action taken on audit recommendation; presents results and advises on possible actions to management;
- Collaborates with relevant internal stakeholders to develop and maintain a framework for Enterprise Risk Management that supports the Secretariat in identifying, assessing and preparing for potential risks and their mitigation.
- Ensures appropriate supporting documents are in place;

### 5. Performs other related work as required.

#### 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.

**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.



**Managing self:** Controls emotions and regulates own interpersonal style and approach to relate well to others, even in difficult work environments; Empathizes, understands others' perspectives and handles people and situations with diplomacy and tact.; Resolves conflicts constructively and takes action to prevent them; Stays productive and focused when dealing with crises and emergencies; Is resilient and flexible and operates effectively when faced with new ideas or evolving situation; Is receptive to feedback and open to adjust own behavior.

### **Your qualifications**

#### **Educational Background**

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

#### **Experience**

**Required:** A minimum of five years of progressively responsible experience at the professional level in programme management, administration, finance, accounting, or related field.

#### **Language skills**

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

**Asset:** Knowledge of another UN official language.

#### **Other**

Specialized expertise in monitoring and evaluation in particular with respect to programme planning and development, project implementation, results-based budgeting, financial management and programme administration. Knowledge of SAP or other ERP system for financial and accounting modules is required. Knowledge of the Umoja system is an asset. Knowledge of UN administrative policies, regulations and rules is highly desirable.

### **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>.

### **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.  
Indicative net annual salary and allowances:  
US\$ 62,692 to US\$ 70,303  
(plus variable post adjustment, currently 20.2% of net salary),  
plus other UN benefits as indicated in the link below:



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<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.

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