



## ANNOUNCEMENT FOR TEMPORARY JOB OPENING

**Human Resources Assistant, G-6**  
Administrative Services (AS) Programme  
Human Resources Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
12 September 2019 23:59 hrs CET	19/TA21/AS	As soon as possible	Until 31 December 2019	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 historic 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.

The mandate of the AS Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of crosscutting common services and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

### **Where will you be working**

You will join the Talent Acquisition Team, which is part of the Human Resources Unit (HRU) of the Administrative Services programme (AS) and which is responsible for the implementation of the process of attracting, screening and selecting staff at the highest standards of efficiency, competence and integrity, taking into account the geographical distribution and gender in the secretariat. HRU is accountable for the full range of UN human resources activities, including policy, recruitment, classification, staff administration, staff development, performance management, administration of justice and protocol. The incumbent reports to the Head of the Talent Acquisition team.

### **You will have the following responsibilities:**

You will be required to deliver on the full range of UNFCCC recruitment activities related to Gratis Personnel as well as Consultants and Individual Contractors (CiC's) and to adhere to applicable UN and UNFCCC guidelines, policies and procedures.

1. Regarding the recruitment and administration of gratis personnel, you will:
  - Support Programmes in launching the various Gratis Personnel initiatives;
  - Support all UNFCCC Gratis Personnel initiatives (Fellowship Programmes, Experts on Non-Reimbursable Loan Basis, Junior Professional Officer Programmes) in the preparing of profiles, advertising of opportunities, and the evaluation and screening of candidates;
  - Reply to queries and provides information about the different initiatives to internal and external clients;



- Assist, in cooperation with the LA Programme, with the creation and formulation of contractual arrangements with internal and external stakeholders;
  - Maintain HR related automated systems and applications including automated databases containing HR related statistics and prepares periodic reports.
2. Regarding the recruitment and placement of consultants and individual contractors, you will:
- Coordinate CIC requests with client offices;
  - Conduct eligibility checks for incoming CIC requests;
  - Monitor the maintenance of the consultancy database and related systems to ensure CIC offer management compliance;
  - Review CIC requests and data for eligibility and compliance checks;
  - Prepare offers to selected candidates;
  - Advise CICs with contract related queries;
  - Support the Head of TA with the review process of CIC policies and procedures.
3. Providing general office support, you will:
- Draft, edit, proofread a variety of correspondence and other communication;
  - Assist in the formulization and proposes revision of recruitment related policy drafts and Standard Operating Procedures initiatives;
  - Support the streamlining and updating of recruitment procedures;
  - Schedule appointments/meetings, monitor deadlines, etc.;
  - Perform other duties as required, including back up other staff in the team.

### **What are we looking for**

#### **Educational background**

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Required: Completed secondary education.

Asset: Formal training in human resources recruitment/management.

#### **Experience**

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Required: At least 7 years of progressively responsible experience in human resources management, specifically in the area of recruitment and/or talent acquisition.

Asset: Experience in an international environment, preferably in the United Nations. Experience in related HR areas, especially onboarding and/or staff administration.

#### **Language skills**

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Required: Fluency in spoken and written English.

Asset: Knowledge of a second official UN language.

#### **Specific professional knowledge and skills:**

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Required: Knowledge of and application of HR rules and regulations in a larger organizational setting.

Desired: Relevant knowledge acquired in the UN system.

Asset: Experience with the recruitment of consultants and individual contractors and with gratis personnel. Experience working with an ERP system, ideally SAP.



### **Which are the core competencies**

**Applying Professional Expertise.** This core competency is about demonstrating an ability to work in a competent and committed manner: 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.** This core competency is about the ability to develop and strengthen internal and external partnerships that can provide information and support to the secretariat): 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.** This core competency is about the ability to develop and promote effective relationships with colleagues and team members. 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.** This core competency is about the ability to produce and deliver quality 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.

**Learning continuously and knowledge sharing.** This core competency is about taking responsibility for one's learning and development and building a culture of knowledge-sharing and learning: Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures and applies lessons learned to future activities; Engages colleagues or networks to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.

### **What is the selection process**

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post.



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**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, interview and relocation costs 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 monthly salary: Euro 3,469 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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