



VACANCY ANNOUNCEMENT

Administrative Assistant, G-6
Administrative Services (AS) Programme
Human Resources/Financial Resources Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
14 July 2018 23:59 CET	VA 18/019/AS	As soon as possible	One year	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 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 mandate of the **Administrative Services** Programme is to provide overall facilitation, support and guidance to 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. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the Climate Change secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

What will you be doing

The position of Administrative Assistant is part of the Administrative Services programme. You will reporting primarily to the Human Resources Officer (Head of Talent Acquisition), and for financial matters to a Budget Officer in the Financial Resources Management Unit, you are responsible to carry out administrative functions relating to the hiring and administration of gratis personnel in the areas of :

- Human resources management
- Financial and budget management

You will have the following responsibilities:

Human Resources

- Supports programmes in launching the various Gratis Personnel initiatives;
- Actively promotes the initiatives with internal and external stakeholders, including parties and potential donors;
- Supports all UNFCCC Gratis Personnel initiatives (Fellowship Programmes, Experts on Non-Reimbursable Loan Basis, Junior Professional Officer Programmes, Internship Programmes) in the preparing of profiles, advertising of opportunities, and the evaluation and screening of candidates;
- Acts as Focal Point for internal and external clients related to queries and information about the different initiatives;



- Assists in conducting reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities, calculating any stipends and related benefits, and preparing and dispatching offers;
- Administers the HR status of the gratis personnel, and related personnel administration;
- Oversees the maintenance of case files and tracking status of all processes;
- Reviews and processes administrative actions;
- Advises candidates on visa and other protocol matters;
- Conducts exit interviews for separating gratis personnel and assists him/her in separation arrangements;
- Supports managers/supervisors in the evaluation of candidates;
- Maintains HR related automated systems and applications including automated databases containing HR related statistics and prepares periodic reports.

Finance & Budget

- Assists in the preparation and review of financial and human resource proposals/requirements; prepares initial financial and budget plans for review by Programme Officers; prepares budget releases for approval; maintains the staffing table and creates and expires positions as required;
- Monitors expenditures and compares with approved budget and available funds; prepares adjustments as necessary, ensuring full compliance with relevant IPSAS standards; adjusts the project structures in-line with the monitoring requirements;
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures; co-ordinates with other finance and budget staff on related issues during preparation of budget reports;
- Prepares or customizes financial reports from Umoja (SAP) system generated reports;
- Prepares quarterly financial **donor** reports and other ad hoc financial reports as requested

General Administration

- Provides general office support services; processes, drafts, edits, proofreads and finalizes for signature/approval a variety of correspondence and other communications; liaises with donors;
- Prepares and processes all UN forms and permissions for non-staff personnel;
- Formulates and proposes policy drafts and Standard Operating Procedures for Gratis Personnel initiatives;
- Sets up and maintains files/records (electronic and paper);
- Schedules appointments/meetings, monitors deadlines, etc.;
- Performs other duties as required.

What are we looking for

Educational background

Required: High school diploma or equivalent.

Asset: First-level university degree in business administration, public administration, finance, accounting, human resources management or related field.

Experience

Required: At least seven (7) years of progressively responsible experience in human resources management, finance or related administrative services.



Language skills

Required: Fluency in English.

Asset: Knowledge of another official UN language.

Specific professional knowledge

Asset: Fully proficient software skills (Word, Excel); Access and/or Power Point.
Knowledge of modern conferences techniques for meeting (e.g. Webex, Skype for Business).
Knowledge of United Nations policies, procedures and practices.

Desirable: Knowledge of ERP system (ideally SAP/Umoja), including the processing and monitoring of grants highly desirable.

Job related skills

Required: Sensitivity to the internal and external communication styles related to the variety of stake holders;
Good office and project management skills with ability to identify priorities;
Ability to analyse and draft policies and standard operating procedures;
Ability to focus on own specific tasks while maintaining flexibility to perform other job related activities as assigned.

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. The following set of competencies for this particular post will be applied: Applying professional expertise, communicating with impact, being responsive to clients and partners.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the on-line 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. 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 annual salary: Euro 41,629 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>