



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
11 August 2023 23:59 hrs CET	VA 23/061/AS/HR/ICT	As soon as possible	two years 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.

The **Human Resources subdivision** provide effective workforce planning, strategic talent acquisition and organizational development, with a view to increasing geographic and gender diversity, and benefits and entitlements advice, support and processing. In addition, the sub-division is responsible for advice to leadership team on human resources matters, including policy development, data driven decision making and strategic matters impacting staff.

Under the supervision of the Chief of Human Resources (P-5), the incumbent provides a wide range of administrative duties as focal point between the Host Country, Germany and UNFCCC in matters relating to the official status and residence of staff members and their families.

Your responsibilities

Within delegated authority, the Human Resources Assistant acts as Focal Point between Host Country and UNFCCC and will be responsible for the following duties:

- Liaises with specialized agencies and inter-governmental organizations including providing information on accreditation procedures and access and information on Host Country requirements;
- Manages the process related to application and extension of protocol IDs for staff and their dependents, including advising on procedure in case of loss, expiry etc and maintaining related database;
- Responds to queries of a sensitive/ confidential nature relating to registration/deregistration of private cars, and processes relevant documents;
- Acts as a liaison person with the Ministry of Foreign Affairs (MOFA), City of Bonn as well as relevant German embassies and consulates for processing visa requests for new staff members and non-staff workforce (Fellows, CICs etc);
- Addresses complex or exceptional cases, with guidance from Chief HR and/ or the Legal Affairs team on protocol issues.
- Review and process applications for private visitors of staff members;



- Advises staff on their application to hire private household employees, including acting as Focal Point for private household employees, staff and MOFA advises on procedure for termination of contract;
- Provides guidance on diplomatic privileges for diplomatic staff and manages protocol issues accordingly;
- Keeps up to date with local regulations that affects staff members and provides information accordingly;
- Undertakes research on a range of local diplomatic issues and liaises with the German Foreign Office, Labor Office and the Road and Traffic Authority on various issues of staff concern; drafts and/ or processes a variety of correspondence, attestations and other communications.
- Manages and maintains databases and intranet page on privileges and protocol issues, protocol norms and procedures;
- Works in collaboration with other team members in terms of liaison between the Front Office and the other counterparts; diplomatic community regarding appointments and meetings;
- Perform any other job-related activity required to achieve the goals and objectives of the Human Resources 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.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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

Completed secondary education. Course or training in diplomatic services and/or administration relating to human resources is desirable.

Experience

At least seven (7) years progressively responsible experience in the field of administrative and/or diplomatic services or related area. At least two years' work experience at an international level.

Language skills

Fluency in written and spoken English. Working knowledge of German is essential; working knowledge of another UN languages an asset.

Specific professional knowledge and skills

Experience with UN policies, procedures and practices is an asset. Critical analysis and data reporting skills is desirable.

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. 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 50, 302 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.
