



VACANCY ANNOUNCEMENT
ADMINISTRATIVE SERVICES (AS) PROGRAMME
Human Resources Unit

VACANCY ANNOUNCEMENT NO:	VA 13/081/AS
PUBLICATION/TRANSMISSION DATE:	26 November 2013
DEADLINE FOR APPLICATION	25 December 2013
TITLE AND GRADE:	Human Resources Assistant (G-6)
POST NUMBER:	ZRB-2944-G6-003
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The mandate of the Administrative Services 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 cross-cutting common services and functions. The role of Human Resources Unit (HRU) is to provide the full range of UN human resource activities, including policy, recruitment, classification, staff administration, staff development, performance management, administration of justice and protocol.

Responsibilities

The Human Resources Assistant (HR) posts are located in the central Human Resources Unit (HRU) of the Administrative Services programme. They report directly to the Human Resources Officer (Staff Administration) team leader and receive overall guidance from the Chief, HRU. HRU is accountable for the full range of UN human resource activities, including policy, recruitment, classification, staff administration, staff development, performance management, administration of justice and protocol. The incumbents of this job are accountable for staff administration for Professional and higher category (P and D) staff within their respective programme/service portfolios. Staff administration covers a full range of activities and personnel actions for staff from salary and benefits calculations for new hires through termination/retirement of P staff. Additionally the senior Human Resources Assistants provide technical guidance to the HR Assistants who are accountable for General Service (GS) staff administration and home leave and routine education grant entitlements for P staff. The incumbent will carry out the functions listed below:

1. Ensures equity, consistency and accuracy in the on-boarding process of new Professional staff to the secretariat by:

- a. Following up on the status of recruitment related actions and coordinating matters pertaining to visas, travel and shipment arrangements;
- b. Determining salary step and related benefits and finalizing offer letters and statements of emoluments, ensuring that personnel decisions reflect the correct interpretation and application of Staff Rules and Regulations as well as pertinent administrative guidelines;
- c. Initiating personnel actions in the relevant ERP software, e.g. Integrated Management Information System (IMIS);

- d. Briefing new staff on conditions of service and related administrative matters including UN and secretariat rules and regulations pertaining to P benefits and entitlements; guiding staff on requirements in completing induction forms;
- e. Overseeing the completion of in-hire medical examinations as well as periodic follow up exams as required; and
- f. Responding to queries covering a range of personnel services including personnel administration, regulations and rules, administrative instructions and policies.

2. Ensures equity, consistency and accuracy in the administration of P staff contracts, fixed term as well as temporary, throughout staff members' employment up to separation by:

- a. Monitoring and following up on contract extensions, home leave, changes in family status for entitlements, recalculations and any other change in status requiring a potential adjustment in conditions of service or benefits and entitlements;
- b. Reviewing and analysing requests for dependency benefits, rental subsidy, home leave, education grant, education grant travel, etc.;
- c. Reviewing, processing and entering into the IMIS system personnel actions pertaining to the full range of entitlements and benefit claims;
- d. Calculating and initiating staff promotion personnel actions;
- e. Providing in-depth research on individual cases for exceptions and waivers to the rules, regulations and guidelines, preparing talking points and notes and, as required, identifying options for handling of unusual benefits/entitlements determinations; and drafting related correspondence; and
- f. Processing separations due to retirement, end-of-contract or terminations for cause.

3. Enhances management and staff knowledge, understanding and acceptance of HR policies, administrative guidelines, practices and procedures pertaining to P staff administration by:

- a. Seeking on-going opportunities to share specialized knowledge of staff administration as well as other HR activities pertinent to the evolving conditions of service and employment of P staff with the Programme Administration Teams (PATs), managers, supervisors and staff in assigned programmes/services;
- b. Conducting briefings during programme/service staff meetings on any changes to P staff regulations, rules, guidelines, practices and procedures;
- c. Listening to P staff and their supervisors issues and questions to identify procedural issues that may be ameliorated by changes to internal secretariat practices and procedures and take action to recommend new practices and procedures that would benefit the administration of P staff entitlements; and
- d. Advising supervisors and staff on individual contract administration and benefit and entitlements issues.

4. Performs any other job related activity required to achieve the goals and objectives of the team, the sub-Programme, the Programme or the Secretariat.

Requirements

(Only candidates who meet the essential requirements stated below will be considered.)

Education: Completed secondary education. Course/training in human resources management is desirable.

Experience: At least seven (7) years of progressively responsible work experience in the field of human resources management. Work experience in administration or related area, as long as functions include duties related to human resources management, will also be accepted. At least two years of work experience should have been at the international level.

Specific professional knowledge and job-related skills::

- Fully proficient computer skills (Word, Excel, e-mail, and Lotus Notes a must, Power Point an asset);

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- Experience using Human Resources Databases relating to personnel management/administration or other HR information systems. Experience in Information Management & Integrated System (IMIS) an asset;
- Familiarity with United Nations HR policies, procedures and practices is an asset.

Job-related skills:

- Ability to interpret rules and regulations;
- Effective research and problem solving skills;
- Ability to draft and edit documents and correspondence on a range of topics.

Language requirements: Excellent communication skills (spoken and written) in English. Knowledge of other UN languages an asset.

To apply

Candidates whose qualifications and experience match the requirements for this position, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. **This post is for local recruitment only. 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 40,010 plus plus other UN benefits as indicated in the link below:**

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>