



## VACANCY ANNOUNCEMENT

**Information Systems Officer, P-3**  
Administration and Operations Division  
ICT Infrastructure & Systems Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
31 August 2025 23:59 hrs CET	VA 25/034/A&O	As soon as possible	1 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 you will be working

This position is located in the Information and Communication Technology (ICT) sub-division. The incumbent reports to the Manager of the ICT Sub-division.

ICT will provide a reliable, sustainable and coherent IT infrastructure; operate and maintain existing mandated systems that supports the intergovernmental process and improve the overall level of ICT, with a focus on extending and improving critical user-facing services.

Under the general supervision of the Manager and under the direct supervision of the Infrastructure and Operations Team Lead, the incumbent is responsible for the design, development and implementation of ICT solutions for UNFCCC internal and external stakeholders.

The incumbent also coordinates with other divisions of the secretariat.

### Your responsibilities

Within limits of delegated authority and depending on location, the Information Systems Officer may be responsible for the following duties:

- **Manage projects** involving feasibility studies, systems analysis, design, development, and implementation of new, moderately complex systems; participate as a member of a development team with the responsibility for major components of the more complex systems.
- **Develop detailed system and other functional specifications** as well as per documentation for major systems.
- **Provide specialized advice to users**, analyzing user requirements and translating these into new applications; identify application systems integration and linkage for reporting and/or escalation
- **Maintain, upgrade, or enhance** existing user systems; troubleshoots and provides continuing user support to include resolving difficult problems, advising on the use of new techniques and monitoring transactions to measure performance and continued effectiveness of assigned systems, etc.



- **Develop and maintain computer programs** that require the integration of many interrelated systems and program elements; ensure appropriate data security and access controls considering both local and wide area issues.
- **Organize and perform unit and integrated testing**, designing and utilizing test bases; assists users in acceptance testing.
- **Develop training materials, operating and user manuals**; train staff in assigned systems.
- **Develop disaster recovery plans** and ensure appropriate planning and training of those responsible.
- **Research, analyze, and evaluate** new technologies and makes recommendations for their deployment.
- **Participate in writing reports and papers** on ICT related topics, system requirements, network requirements and technology strategies etc.
- **Facilitate communication** between ICT and its clients for good client relations; serve as coordinator in the development of Service Level Agreements (SLAs) between clients and ICT for either specific IT services or general technology support, including any charge back mechanisms.
- **Handle all aspects of contract administration** including establishment of service level agreements with vendors and chargeback policy for users.
- **Provide guidance** to, and may **supervise**, new/junior staff, consultants, etc.

Perform other duties within your functional profile as assigned and deemed necessary for the efficient functioning of the office.

#### **Competencies:**

**Applying Professional Expertise:** Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

**Being Responsive to Clients and Partners:** Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

**Working with Teams:** Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

#### **Managerial Competencies:**

**Exercising Sound Judgment and Decision-Making:** Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light



of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions, and analyses the different options and alternatives before reaching a sound conclusion.

### **Your qualifications**

#### **Educational Background:**

**Required:** Advanced university degree (Master's degree or equivalent) in computer science, information systems, mathematics, statistics or related field. A first-level university degree in combination with 2 additional years of relevant experience may be accepted in lieu of the advanced university degree.

#### **Experience:**

**Required:** A minimum of five (5) years of relevant professional experience in planning, design, development, implementation and maintenance of computer information systems or related area.

#### **Language skills:**

**Required:** Fluency in English (proficiency in all components) is required.

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

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

**Required:**

- Demonstrated practical experience in working with software development and architecture teams on designing infrastructure deployments for business applications.
- Good understanding of fundamentals of multi-tier application architectures.
- Proficiency in working with cloud computing platforms in particular Microsoft Azure IaaS and PaaS deployments, Azure DevOps, CI/CD processes, Infrastructure as Code Deployments.
- Proficiency in Microsoft EntraID for user and application authentication including B2B and B2C.
- Knowledge of Microsoft Power Platform, M365 and integration Aspects with Azure deployments and EntraID.
- Practical experience in system operation and maintenance following established best practices like the ITIL framework. Experience with implementing and executing Service Transition and Service Operations processes such as Change, Configuration, Release and Deployment as well as Configuration, Event, Incident, Request and Access Management and the accompanying Planning and Support.
- Demonstrated experience in working with and steering external providers on the above.

**Desirable:**

- Demonstrated experience of project management methodologies like Prince2 and agile methodologies like Scrum and Kanban.
- Formal certifications of technical knowledge and skills



**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.
3. Indicative net annual salary and allowances:  
US\$ 70,212  
(plus variable post adjustment, currently 40.3% of net salary),  
plus other UN benefits as indicated in the link below:

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

UNFCCC secretariat 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.