



TEMPORARY APPOINTMENT
ADMINISTRATIVE SERVICES (AS) PROGRAMME
Procurement and General Services Unit (PGSU)

ANNOUNCEMENT NO:	12/TA20/AS
PUBLICATION DATE:	11 October 2012
DEADLINE FOR APPLICATION	25 October 2012
TITLE AND GRADE:	Chief, PGSU (P-4)
INDICATIVE MONTHLY SALARY:	USD 5,623 to 6,220 net (without dependents) USD 6,038 to 6,695 (with dependents) plus variable post adjustment, currently 45.2% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	15 December 2012 – 14 June 2013 (6 months)
DUTY STATION:	Bonn, Germany

Background

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

The Administrative Services of UNFCCC comprise of three main units that are responsible for Financial Resources Management, Human Resources, and Procurement, Travel and General Services (PGSU). (Temporary vacancy is due to temporary departure of incumbent)

Functions to be performed

Under the supervision of the Coordinator, Administrative Services, the incumbent ensures the provision of operations services to the UNFCCC secretariat, including the procurement of goods and services, the arrangement of statutory and business travel of staff and meeting participants, and the provision of a productive work environment at the secretariat's headquarters. The objective of the post is to supply the secretariat with the material resources that are required for it to be able to operate and deliver on its mandates and organizational goals.

During the first quarter of 2013 it is anticipated that the UNFCCC will move into its new premises within the UN Campus in Bonn. This post is principle liaison with the UNV lead project board and with the host government on all matters relating to the move and the related logistics.

1. General provision of operations services to the UNFCCC secretariat
 - a. Gives direction to the procurement, travel and general services activities of the UNFCCC secretariat with the aim of ensuring provision of optimal support to the secretariat's operational business needs and priorities.
 - b. Advises UNFCCC managers and staff on matters related to policy and administration. Proposes strategy and policies to the Coordinator, Administrative Services (AS) and senior management. Ensures compliance with the relevant principles, rules and regulations of the organization, approves exceptions to these rules in consultation with the Coordinator, Administrative Services and senior management.

/...

- c. Establishes quality and quantity standards guided by the principles of integrity and efficient and sustainable use of secretariat resources. Ensures that production and service standards are met.
- d. Directs and oversees the work of the Procurement, Travel and General Services Unit (PGSU) through direct supervision of the team leaders of the Procurement, Travel and General Services Teams and special project staff as necessary. Plans, develops and manages the work of PGSU to ensure smooth work flows and prioritization of tasks; ensures establishment of work plans and team goals and their alignment with secretariat and AS plans and goals; monitors implementation and delivery. Coaches, mentors and evaluates direct and indirect reports. Participates in recruitment and selection of new staff and in the development of training programmes. Fosters teamwork and communication among PGSU staff and across organizational boundaries.

2. Procurement Related

- a. Directs and supervises the work of the Procurement Team. Ensures the UNFCCC and UNCCD secretariats are continually supplied with the required services and goods in a cost efficient and environmentally sustainable manner, through long-term planning in close collaboration with programmes, effective sourcing and contracting, contract and vendor management and conflict resolution. Supervises the submission of procurement cases for review by the relevant contract committees. Approves and enters into procurement contracts within delegated authority.

3. Travel Related

- a. Directs and supervises the work of the Travel Team. Ensures provision of a wide scope of travel arrangements and services for participants to UNFCCC conferences and meetings and staff and families on statutory and mission travel, including ticketing, accommodation, DSA determination and payments, obtaining UNLPs and visas for staff, travel advisory services (e.g., medical, security). Ensures proper planning with and advice to programmes on the organization of UNFCCC conferences and meetings. Approves all Travel Authorizations above USD 10k.

4. General Services related

- a. Directs and supervises the work of the General Services Team, ensuring provision of a maximally productive and healthy work environment. In close cooperation with the host government and UN in Bonn premises management ensures provision and management of the secretariat's office accommodation, space and facilities. Supervises receipt and inspection, management and control of all secretariat property; supervises the submission of write-off cases for review by the relevant property survey boards. Ensures flow of mail and communications and provision of local transportation services. Ensures adequate insurance coverage for property and liability related risks. Oversees fulfilment of related contracts and agreements and resolves conflicts.

5. Other

- a. Acts as Deputy Agency Security Focal Point for headquarters related security, in close cooperation with UN Bonn Security. Provides advice on security situation at mission destinations.
- b. Acts as secretariat's focal point for the management of the environmental sustainability of the secretariat's headquarters and travel operations.
- c. Is responsible for the oversight and management of special accounts and projects relating to facility management.
- d. Acts as Approving Officer for any type of obligation documents in the secretariat's ERP system.

- e. Represents the secretariat in groups, meetings and negotiations relating to the area of responsibility, such as the UN in Bonn Committee for Common Operations Management, interagency networks and working groups, and vis-a-vis HQ and conference host governments and authorities, service providers and suppliers.
 - f. Together with the Chiefs of Units in AS, assists the Coordinator, AS, in the management and coordination of the programme. Represents the AS programme in secretariat-internal groups and meetings.
6. Performs any other job related activity required to achieve the goals and objectives of the unit/sub-programme, the programme and the secretariat.

Requirements

- Advanced university degree in Business administration, Public Administration, Commerce, Accounting, Procurement, Logistics, Management, Law or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced degree.
- At least seven (7) years of progressively responsible professional experience in procurement, travel, building management, administration or a related field. Three (3) years at an international level is desirable.
- Fluency in written and spoken English. Knowledge of a second Un language an asset. Due to nature of the job, working knowledge of German is desirable.

To apply

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

Please note:

- 1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
- 2. Service is limited to the UNFCCC secretariat.**
- 3. 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.**