



## VACANCY ANNOUNCEMENT

### Facilities Management Assistant, G-3 AS/HR/ICT Division AS Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 June 2024 23:59 hrs CET	VA 24/037/AS/HR/ICT	As soon as possible	2 years with possibility of extension	Bonn, Germany

Publication date: 24 May 2024, Post number: 30522121, Funding: 62ZRB/16809

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 post is located in the General Services team in the Procurement, Travel and General Services unit of the AS/HR/ICT division. The General Services team is accountable for a working environment that is productive, healthy, safe, and environmentally and socially sustainable. It ensures the provision of adequate office space, building infrastructure and facilities, non-ICT property and supplies, mail circulation, local transportation and related common UN Bonn issues.

Under the direct supervision of the Associate General Services Officer, the incumbent is responsible for:

- Expendable property (EP) management
- General Services databases, statistics and reports
- Provision, together with other team members, of mail and local transportation services

#### **You will have the following main responsibilities:**

1. Manages the secretariat's expendable property:
  - Stores, distributes and disposes of standard and special expendable property items, such as office supplies, copy paper and other supplies for common areas, minor office equipment;
  - Controls stocks of expendable property; determines needs for replenishment of stocks at all office sites based on past usage and anticipated future demands;
  - Follows up on delivery of expendable property and its receipt by the UN Common Services Unit (CSU); may follow up on delivery and receipt of the secretariat's non-expendable property.
  - Receives, clarifies requests for special office supplies and minor equipment;
  - Initiates requisition process for procurement of expendable items, liaises with suppliers for regular and special deliveries;
  - Performs on-going and periodic physical inventories of such expendables;
  - Proposes, develops and implements improvements in procedures to automate and expedite processing of inventory.



2. Maintains databases, produces statistics and reports on General Services performance:
  - Maintains files, records and enters data for inventory and monitoring of consumption of expendable property; generates periodic reports;
  - Collects data and generates periodic reports on a wide range of other General Services activities, such as on office moves, work orders, usage of regular shuttle services;
  - Designs and develops spread sheet reports using various software in accordance with instructions received from the team leader;
  - Assists in identifying, improving/designing and introducing software to support and automate tasks of the General Services team.
3. Provides primary assistance and replacement for a range of local transportation and mail services as well as management of non-expendable property, in collaboration with the responsible team members, including for:
  - Transportation of staff, visitors, mail and goods;
  - Delivery, storage and distribution of non-expendable property; its assignment, issuance to and recovery from the staff of the UNFCCC secretariat; arrangements in offices and common areas;
  - Internal distribution of mail on a set schedule within the office premises, ensuring delivery and pick up of urgent mail and other documents directly between offices.
4. Provides back-up for the provision of a range of local transportation, mail and communications services as well as space and facility management, in the absence of other team members, including:
  - Maintains the official vehicles in the best possible shape;
  - Processes mail by sorting and routing incoming mail, courier items, e-mails and faxes; and by sorting, logging and dispatching outgoing mail and courier items;
  - Monitors and acts upon and/or relaying space and facility management work order requests and following up with CSU as appropriate.
5. Performs any other job-related activity required to achieve the goals and objectives of the team, the unit, the subdivision, division or the secretariat.

### **Competencies**

**Applying Professional Expertise:** Demonstrates expertise of subject matter and the transferable skills required for the function. Shows the capacity to apply knowledge to deliver results based on acquired background and experience. Seeks opportunities to apply own technical skills across related disciplines. Keeps abreast of new developments and technologies in the field of expertise. Actively seeks to expand the existing level of job knowledge and expertise.

**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.

### **Your qualifications**

#### **Educational Background**

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Completion of secondary education.

#### **Experience**

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At least three (3) years relevant working experience, including in office support functions. Work experience in an international organization is highly desirable. Working experience in the logistics field is an asset.

#### **Language skills**

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Fluency in English written and spoken. Working knowledge of German and other UN languages is an asset.

### **What is the selection process**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

#### **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 36,136 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.

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