



## VACANCY ANNOUNCEMENT

### Chief, Human Resources Management Administrative Services (AS) Management

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 November 2017	VA 17/017/AS	As soon as possible	One and half 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 historic Paris Agreement by 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 mandate of the **Administrative Services** is the overall facilitation, support and guidance 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 crosscutting common services. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the Climate Change secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

#### **Where will you be working**

The Human Resources Management is part of the Administrative Services (AS) Management. Reporting directly to the Director of Administrative Services, you will lead Human Resources Management that includes three teams, namely Organizational Development, Talent Acquisition, and Staff Administration.

#### **What will you be doing**

You will ensure that human resource (HR) initiatives are integrated into the secretariat's over-all business planning. You will act as a catalyst for change to ensure the secretariat is able to meet its business objectives, linking HR management with strategic goals and objectives to improve business performance and develop a work environment that fosters innovation and creativity; and you will lead the development and implementation of the HR Unit work programme.

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

You will develop and implement secretariat HR management strategies, policies and procedures ensuring proper monitoring and evaluation which incorporate best practices and lead to strategic HR action plans that reach targets that are historically difficult to achieve (e.g. gender, geographic distribution, etc.) and provide optimal support to the secretariat's operational business needs and priorities;

You will lead Human Resources Management, manage the work programme and related activities, including talent acquisition, job classification, administration of entitlements, staff relations, staff well-being, organizational development, organizational change and implementation of reform initiatives,



etc.; allocate financial and human resources for the completion of outputs and their timely delivery and develop staff performance through encouragement of professional growth and a results-oriented, client service environment.

You will provide guidance and support to management on secretariat HR issues, and on organization design, change management and work-life balance, give substantive input to the preparation of reports for presentation to management and intergovernmental bodies and contribute to reports on budget/programme performance and on programmatic/substantive issues. You will manage, monitor, analyse and present HR data for better decision-making by the leadership.

You will represent the secretariat at external meetings and maintain networks with senior colleagues in other UN organizations on HR best practices and emerging issues, participate in inter-agency meetings on a variety of issues and meetings, workshops and seminars to keep abreast of emerging HR professional issues.

You will oversee HR operations, providing hands-on support to staff and managers in the efficient and responsive implementation of human resources management throughout the secretariat.

### **What are we looking for**

#### **Educational background**

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Required: Advanced university degree in human resources, business or public administration, law, social and behavioural sciences, psychology, management or related area. A combination of relevant first degree and extensive experience may be accepted in lieu of an advanced degree.

Advantage: Additional specialized training in employment law, compensation, organizational planning and/or development, employee relations, learning and staff development or related areas.

#### **Experience**

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Required: A minimum of ten (10) years progressively responsible experience in several areas of human resources management which may include recruitment, compensation, organizational development, staff relations, learning and staff development, staff well-being, performance management, or related areas.

Asset: Work experience in an international environment, particularly in the United Nations and/or other international organizations. Experience in large-scale Enterprise Resource Planning (ERP) systems as a technical user in the area of human resources.

#### **Language skills**

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Required: Fluency in English.

Desired: Fluency in an additional UN official language.



### **Specific professional knowledge**

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- Required:
- Demonstrated professional competence and success in the delivery of innovative and cost-effective HR services and the application of HR policies and procedures in a complex multicultural environment.
  - Proven track records in developing HR policies, position papers and related administrative guidelines.
  - Knowledge and understanding of state-of-the-art HR practice and solutions.
  - Good knowledge and experience in human resources management in the United Nations common system and/or other international organizations.
  - Strong network of HR professionals in international HR community.

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

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Thinking strategically and building the vision, being responsive to clients and partners, delivering results, leading and empowering others, and sound judgment and decision making

### **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. 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.
4. Indicative net annual salary and allowances:  
US\$ 84,721 to USD 91,093  
(plus variable post adjustment, currently 33.9% of net salary),  
plus other UN benefits as indicated in the link below:

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