



## VACANCY ANNOUNCEMENT

**Administrative Officer, P-4**  
Operations Coordination Department  
Programme Administrative Team.

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 January 2021 23:59 hrs CET	VA 20/020/OC	As soon as possible	Two 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 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.

**Operations Coordination** will ensure the strategic focus, effective coordination and operational improvement of the Operations department by collaborating with Programmes Coordination and Executive in taking and reviewing decisions on the strategic direction and priorities of the secretariat and the corresponding allocation of resources. It will ensure that all divisions of the department contribute to the secretariat's aspiration to remain a strategically agile and effective organization, fostering the organization-wide culture and values of innovation, agility and flexibility for the achievement of its goals and mandates. Operations Coordination will take a coherent, secretariat-wide approach to resource mobilization and partnerships through coordination, policy support, processes, capacity-building and development of the required intelligence, tools, resources and services.

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

You will join the Operations Coordination Department and you will be leading the Programme Administrative Team (PAT).

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

Reporting directly to the Director (D-2) of the department, and with dual reporting accountability to the Director (D-1) of the Administrative Services, Human Resources, and Information and Communication Technology Division, the Administrative Officer is responsible for leading a Programme Administrative Team (PAT) in providing efficient administrative services, support and guidance to the department in relation to budget and financial management, and procurement.

### **Expected key results**

Achieves Department/Divisions' goals and objectives through the provision of high-level support with respect to a range of complex human resource, plans, work programming, budget and financial management tasks which substantially impact significant administrative activities of the divisions and the department.

Effectively leads and manages the Programme Administrative Team with demonstrated timely delivery of outputs in accordance with overall objectives and policies.



Plays a lead role in identifying significant issues and develops well-reasoned, innovative approaches to deal with these issues.

### **Your responsibilities**

#### **1. In the area of Human Resource Management you will:**

- a. Initiate and coordinate actions covering the entire span of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, vacancies, job classification reviews, separation of staff members, training, etc., ensure consistency in the application of UN rules and procedures.
- b. Provide expert advice with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
- c. Represent the Department/Unit at Departmental Panels and appointment bodies.
- d. Review post incumbency reports for purposes of vacancy management and staffing table control.
- e. Lead, oversees and coordinates the preparation and implementation of the work programme and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources.

#### **2. In the area of Budget and Finance you will:**

- a. Initiate and conduct studies to improve budget reporting systems and cost-effective utilization of program resources.
- b. Monitor and control budgetary allocations through regular reviews; draft routine and ad hoc outputs; and provide effective monitoring reports and data. Identify deviations from plans and proposes corrective measures.
- c. Establish and maintain a set of sound policies, procedures, standards and tools which are consistent with UN policy and practice in order to ensure proper accounting, financial management and control.
- d. Oversee the income and allocation of specific funds to division projects and coordinate the preparation of donor reports (narrative and financial part).
- e. Act as certifying officer for all funds of the department, when required.

#### **3. In the area of General Administration you will:**

- a. Implement and monitor support services, including procurement of supplies and services; transport and travel, communications and information technology support; and provision of local utilities and service requirements.
- b. Provide advice on human resource administration, financial administration and management information issues and practices to colleagues.
- c. Produce major/complex reports for management.
- d. Provide expert guidance and leadership to team of professionals and support staff through results-oriented work planning, direction, supervision and performance assessment, promote a work environment conducive to producing the outputs and delivering the services required.
- e. Establish and maintain knowledge and innovation partnerships, including scanning the horizon for and partnering with outside organizations to optimize operations performance through innovation and best practice.
- f. Perform other related duties as required, e.g., review of, operational travel programme, adequacy of departmental space requirements, and technology requirements.
- g. Perform other related work as required.



## **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.

**Delivering results:** Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

## **Managerial Competencies:**

**Managing Performance and Developing People:** Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

## **Your qualifications**

### **Educational Background**

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**Required:** Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, social science or related area. A first-level university degree in either of the relevant areas and additional years of qualifying experience may be accepted in lieu of the advanced university degree.



## **Experience**

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**Required:** A minimum of seven (7) years of progressively responsible experience in programme management, administration, finance, accounting, or related field. At least 3 years of this experience should have been gained in an international environment.

## **Language skills**

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**Required:** Fluency in English (both oral and written).

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

## **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\$ 73,516 to US\$ 81,513  
(plus variable post adjustment, currently 38.6% of net salary),  
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.