



## VACANCY ANNOUNCEMENT

### Human Resources Assistant, G-4 AS/HR/ICT Division Human Resources Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
10 December 2023 23:59 hrs CET	VA 23/100/AS/HR/ICT	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.

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

The position is located in the Human Resources sub-division, which is accountable for providing effective workforce planning, strategic talent acquisition and organizational development, with a view to increasing the geographical and gender diversity of the secretariat and meeting its evolving needs. HR has a transversal function in the organization and its aim is to ensure that UNFCCC has the right quality of Human Resources with the appropriate skills and competencies in order to achieve its strategic and operational goals and to provide staff with a supportive, challenging and rewarding work environment in order for them to fulfil their potential and maximize their contribution to the organization

Under the direct supervision of the Staff Development Officer and the overall guidance of the Chief of Human Resources, the incumbent provides a wide range of administrative functions related to the learning and development, performance management and well-being portfolio of the Secretariat.

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

1. Assists in the planning and management of secretariat-wide learning and development, performance management and well-being activities:
  - Provides administrative support and liaises with colleagues in Finance, Procurement, PAT, consultants and vendors in order to facilitate the administrative processes related to the planning and implementation of learning and development activities;
  - Initiates, processes, monitors, reviews and follows up to ensure timelines are met when hiring consultants and facilitators, vendors and venues, procuring services and preparing workshops;
  - Provides support to managers and staff on matters related to learning and development, performance management and well-being, including guidance on the respective policies, guidelines and best practices; escalating issues to the Staff Development Officer as necessary;



- Works collaboratively with PATs to monitor completion rates of PAS and mandatory training programmes and issues reminders to staff and managers;
  - Provides support to visiting staff counsellors, ombudsmen, etc. by coordinating briefings sessions, responding to questions, etc.
  - Provides support in regard to the maintenance of learning and development, performance management and well-being related information on the intranet.
2. Supports the planning and coordination of the secretariat's internal and external learning and development activities
- Assists in the design and evaluation of learning needs assessments and provides support in regard to the establishment of a strategy and plan for the secretariat's learning and development activities;
  - Assists in the market research for training vendors and consultants and provides support in the preparation of Terms of Reference and Requests for Outside Expertise;
  - Compiles relevant information on the secretariat's internal and external learning programmes; responds to queries relating to the respective policies and guidelines;
  - Reviews and processes applications for external learning.
3. Provides support to the secretariat's Learning Management System (LMS) and Performance Appraisal tool (ePerformance).
- Maintains and updates system by entering user accounts for newcomers;
  - Maintains staff member's records for face-to-face as well as on-line learning activities;
  - Assists in setting up and configuring the annual online Performance Appraisal;
  - Generates data and reports on learning activities, PAS status and completion rates;
  - Provides helpdesk and user support to staff by responding to standard emails and queries received and escalating issues as necessary.
4. Assists in the administration of the Internship Programme
- Processes requests for internships and drafts announcements;
  - Screens incoming applications and communicates with candidates;
  - Assists in the onboarding of successful candidates, including liaison with local authorities for visa and work permits;
  - Provides administrative support to interns and supervisors throughout the internship;
  - Assists in creating and compiling results of end-of-internship surveys.
5. Performs other duties as required, including back-up support to other staff in the unit.

### **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 Accountable:** Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any



failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

**Communicating with impact:** Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

### **Your qualifications**

#### **Educational Background**

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Completed secondary education or its equivalent.

#### **Experience**

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At least four (4) years of work experience relevant to the functions of the post, in particular in regard to learning and development and human resources management. Experience in establishing and implementing learning and development activities as well as working in an international environment is highly desirable.

#### **Language skills**

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Fluency in English (both oral and written) is required. Working knowledge of German and/or another United Nations language is an asset.

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

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Proficiency in the use of standard office IT systems and applications is required.

### **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.



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3. Indicative net annual salary: Euro 40,119 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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