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## TEMPORARY APPOINTMENT

### ADMINISTRATIVE SERVICES (AS) PROGRAMME

#### Human Resources unit

<b>ANNOUNCEMENT NO:</b>	<b>14/TA01/AS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>10 January 2014</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>24 January 2014</b>
<b>TITLE AND GRADE:</b>	<b>Associate Staff Development Officer, P-2</b>
<b>INDICATIVE MONTHLY NET SALARY:</b>	<b>USD 4,674 to USD 5,223 net (without dependents) USD 5,007 to USD 5,615 net (with dependents) plus variable post adjustment, currently 54.2 of net salary), plus other UN benefits</b>
<b>DURATION OF APPOINTMENT:</b>	<b>Eleven months with starting date 15 February 2014</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>

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#### 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 mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and 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 and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

#### Responsibilities

The Associate Staff Development Officer works with the Learning and Performance team of the Human Resources Unit, which is responsible for managing activities related to the areas of learning and development, performance management and career development support. The incumbent reports to the Staff Development Officer heading the team. S/He will support activities related to the implementation of learning and development activities as well as support towards the development of a career support framework and establishing career support activities. In particular, the incumbent:

1. Supports the establishment of a career development support framework and related activities at UNFCCC.

- Identifies and analyses career development best practices in the United Nations and the private sector;
- Drafts a career development framework for UNFCCC;
- Designs and implements career development support activities.

2. Contributes to an efficient and effective implementation and delivery of learning and development programmes for the organization.

- Collaborates with consultants and vendors regarding concepts and design of a range of learning and development programmes,

- Drafts Terms of Reference (TORs) for and assists in the coordination of procurement of services and hiring of facilitators and trainers;
  - Analyses available data and provides recommendations for correction or enhancement of learning and development activities
  - Researches best practises and reviews current status within UNFCCC, contributes to the design of a process to integrate development plans and performance appraisals and support its implementation;
  - Reviews and analyses workflows, usage data and configuration options of the secretariat's online learning management and performance appraisal systems and proposes appropriate system and process enhancements.
3. Assists in the implementation of HR projects in the areas of learning, performance and career development.
- Analyses the results of corporate exercises, projects and strategies and provides recommendations.
4. Performs other job-related activities as required.

### **Essential Requirements**

**(Only candidates who meet the requirements stated below will be considered.)**

**Educational background:** A first level university degree in human resources management, business or public administration, social science, education or a related field.

**Experience:** A minimum of three (3) years professional experience in human resources management or related area. Experience in the UN system or in learning, performance and career development in an international context is desirable.

**Language requirements:** Fluency in English, both oral and written is required. Knowledge of another UN language is desirable.

### **To apply**

Candidates, whose qualifications and experience match the requirements for this position, should 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.**