



VACANCY ANNOUNCEMENT

(Re-advertisement - Candidates who have applied for VA 12/068/AS published in August 2012 do not need to re-apply)

ADMINISTRATIVE SERVICES (AS) PROGRAMME

Human Resources Unit

VACANCY ANNOUNCEMENT NO:	VA 13/010/AS
PUBLICATION/TRANSMISSION DATE:	30 January 2013
DEADLINE FOR APPLICATION	28 February 2013
TITLE AND GRADE:	Human Resources Officer, P-3
POST NUMBER:	ZRB-2944-P3-009
INDICATIVE NET ANNUAL SALARY:	US\$ 56,091 to 62,803 (without dependents) US\$ 60,091 to 67,387 (with dependents) (plus variable post adjustment, currently 49.2% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting 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 cross-cutting common services and functions. The role of Human Resources Unit (HRU) is to provide the full range of UN human resource activities, including policy, recruitment, classification, staff administration, staff development, performance management, administration of justice and protocol.

Responsibilities

The Human Resources Officer (HRO) post is located in the Human Resources Unit (HRU) and reports directly to the Chief, HRU. The HRO leads a team with accountability for delivering responsive and customer-focused end-to-end HR administrative services to all levels of staff within the secretariat. Specific accountabilities include:

1. Development of HR policies, procedures and practices in the area of staff administration (conditions of work, benefits and entitlements) in support of equitable and transparent HR activities by:
 - a) Monitoring best practices in other UN and international organizations to identify innovations potentially applicable to the secretariat;
 - b) Identifying areas of concern for consideration of new or revised policies, procedures and practices through on-going consultations with secretariat staff and managers;

- c) Ensuring integration of proposed policies and guidelines with overall secretariat strategy, HR strategy and guidelines in the other areas of Human Resources; and
 - d) Developing communication materials, such as briefing notes, presentations and intranet postings to implement new staff rules, regulations, policies, procedures and practices.
2. Implementation of staff administration policies, regulations, rules, practices and procedures to secretariat-wide General Service as well as Professional and higher category posts to ensure equity, fairness and transparency by:
 - a) Providing authoritative advice to managers and staff pertaining to staff entitlements including general rights and obligations, code of conduct, disciplinary measures, appeals, etc., explaining the scope and ramifications of the staff administration policy, regulations, rules and procedures as well as clarifying and promoting understanding of their purpose and value-added to the correct functioning of the secretariat as well as to staff morale and well-being;
 - b) Providing authoritative interpretation and application of policies, regulations and rules; evaluating unusual, complicated or sensitive HR cases and on exceptions to policy, regulations and rules, and recommending appropriate options for action/decision by management;
 - c) Approving benefits and entitlements of staff based on their contractual status and serving as Certifying Officer of budget accounts concerning staff costs and personnel entitlements;
 - d) Monitoring, advising and acting on disciplinary matters in accordance with established policies and procedures. Mediating conflicts, grievance and harassment cases; and
 - e) Developing framework for compiling, analysing and reporting HR statistics and scorecard in the area of HR administration.
 3. Effective delivery of HR administrative services by planning, organizing and supervising the work of his/her team in carrying out end-to-end transactional services including on-boarding, preparation of contracts, processing entitlements, maintenance of HR related Information Systems and separation.
 4. Enhancement of management and staff knowledge, understanding and acceptance of HR policies, administrative guidelines, practices and procedures by establishing regular dialogue with management and conducting briefing sessions to all staff members.
 5. Performs any other job related activity required to achieve the goals and objectives of the team, the sub-Programme, the Programme or the Secretariat.

Essential Requirements

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

Education: First level university degree in human resources management, public or business administration, law or a related area such as education and social science.

Experience: At least 5 years of progressively responsible experience in human resources management preferably in the area of benefits administration. Two years should have been in an international environment.

Specific professional knowledge and job related skills: In-depth knowledge of UN rules and regulations, UN common salaries and entitlements system. Knowledge of modern theories and procedures in international human resources management. Strong analytical and conceptual skills, ability to work in a team, ease and tact in personal contacts at all levels. Complete discretion in handling personnel issues.

Language requirements: Fluency in spoken and written English, knowledge of a second official UN language and advantage.

Expected competencies

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

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Communication: Ability to provide thorough, well reasoned contributions to documents and papers.

Technological Awareness: The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

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.**