



VACANCY ANNOUNCEMENT

Information Systems Assistant, G-6 AS/HR/ICT Division ICT Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
26 November 2023 23:59 hrs CET	VA 23/095/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.

The Administrative Services, Human Resources, and Information and Communication Technology division delivers a wide range of operational services that support the intergovernmental process, related institutions, bodies and mechanisms, including conferences and meetings, the regulatory systems under the Kyoto Protocol, and the daily operations of the secretariat and its divisions.

Where will you be working:

This position is located in the Information and Communication Technology (ICT) sub-division. The incumbent reports to the Team Leader of the ICT Sub-division, Project and Service Management unit.

The Information and Communication Technology (ICT) sub-division will provide a reliable, sustainable, and coherent IT infrastructure; operate and maintain existing mandated systems that support the intergovernmental process; and improve the overall level of ICT, with a focus on extending and improving critical user-facing services.

Under the general supervision of the Manager of the Sub-division, ICT (P-5) and under the direct supervision of the Team Lead of the Project and Service Management Unit (P-4), the incumbent is responsible to support project management service delivery including project planning, internal and external communications, drafting and monitoring financial project progress and drafting of follow-up artefacts including meeting minutes and presentations.

You will have the following responsibilities:

Responsibilities: Within delegated authority, the Information Systems Assistant will be responsible for the following duties: (These duties are not all inclusive nor are all duties carried out by all Information Systems Assistants)

- **Participates** in the coordination of new application systems releases, modules, and functionalities.



- **Serves** as team member in the planning, and monitoring and control of enhancements to existing application systems.
- **Prepares** project documentation including initiation documentation, progress reports, financial reports, closing documentation, etc.
- **Drafts correspondence and communications**, including work plan revisions and other related issues, as well as prepares unit contributions for a variety of periodic reports.
- **Provides governance support** for the completion, approval, and issuing of project and service control documents and baseline services with client programmes, including resource and cost requirements (e.g. FDA)
- **Monitors adherence to the defined frameworks**; organizes project/service control reviews; ensures project and service documentation is produced in line with established processes.
- **Monitors and follows up on reporting of IT resource utilization** and provides information to facilitate timely financial support and reporting.
- **Supports administrative unit** in ensuring financial records are compliant with UN financial rules and regulations and meet audit requirements.
- **Keeps abreast of** developments in the field; performs benchmarking and proposes new acquisitions.
- **Provides guidance** to new/junior staff.
- **Performs** other duties as assigned.

Work implies frequent interaction with the following:

Information Systems Officers and other IT specialists throughout the United Nations
Sales and technical personnel of hardware/software vendors and contractors
All information systems and application users.

Competencies

- **Applying Professional Expertise:** Demonstrates expertise and mastery of subject matter and/or the transferable skills required for the function. Shows the capacity to apply knowledge based on acquired background and experience to contribute to moving the work agenda forward. Seeks opportunities to apply his or her technical skills across related disciplines. Keeps abreast of new developments in the field. Actively seeks to expand the existing level of job knowledge and expertise.
- **Being Responsive to Clients and Partners:** Fosters a good rapport and seeks regular feedback from internal and external clients and partners. Regularly consults with clients understand and respond to changes they encounter. Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions. Works across organizational boundaries and overcomes obstacles to enhance cooperation. Establishes networks and leverages partnerships to achieve results.
- **Working with Teams:** Builds relationships of trust and exchange with colleagues. Works collaboratively with colleagues to achieve results and respects the needs of the team. Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills, and experience. Supports and acts in accordance with team decisions, even when such decisions differ from own position. Encourages the participation of all members of the team regardless of their cultural background, nationality, gender, or sexual orientation. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Managing Self:** Controls emotions and regulates own interpersonal style and approach to relate well to others, even in difficult work environments. Empathizes, understands others' perspectives and



handles people and situations with diplomacy and tact. Resolves conflicts constructively and takes action to prevent them. Stays productive and focused when dealing with crises and emergencies. Is resilient and flexible and operates effectively when faced with new ideas or evolving situations. Is receptive to feedback and open to adjust own behaviour.

Your qualifications

Educational Background

Required: Completion of secondary education (high school diploma or equivalent).

Experience

Required: Seven (7) years of experience in information systems in any of the following fields, project management, service management, analysis and programming, systems administration and maintenance, software development, technical writing, or related area. Experience in management and administration with strong IT skills will also be considered.

Language skills

Required: Fluency in English (both oral and written). Knowledge of another UN official language is an advantage.

Specific professional knowledge and skills

- Basic understanding of Data Analytics concepts and ideally be familiar with tools like PowerBI, Qlick, or similar is a must.
- Understanding of Kanban and Scrum is a must.
- Understanding of Project Management methodologies is a must.
- Familiarity with financial management of projects and services is essential.
- Advanced Excel and other M365 tools including Teams is required.
- Previous exposure to Jira is desirable.
- Prior exposure to PRINCE2 is desirable.
- Experience creating dashboards and reports using any of the above-mentioned tools is desirable
- Experience in cost accounting concepts and budget management is preferable
- Experience using MS project is desirable

What is the selection process

Evaluation of qualified candidates may include an assessment exercise which will 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. 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.
3. Indicative net annual salary: Euro 50,302 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.
