



TEMPORARY JOB OPENING

Associate Human Resources Officer, P-2 Human Resources Unit

| Deadline for application | Announcement number | Expected date for entry on duty | Duration of appointment | Duty Station |
|------------------------------------|---------------------|---------------------------------|--|---------------|
| 10 September 2024 23:59 hrs CET | 24/TJO26/HR | As soon as possible | 6 months with possibility of extension | Bonn, Germany |

Publication date: 27 August 2024, Post numbers: 31049421, Funding: A24/62ZRB

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

This position is located in the UNFCCC secretariat in Bonn in the Human Resources subdivision, and more specifically in the Workforce Planning and Talent Acquisition unit, which supports strategic talent acquisition and workforce planning and management of the UNFCCC secretariat.

Under the direct supervision of Team Lead, Workforce Planning and Talent Acquisition, and under the general supervision of Chief, Human Resources Management, the incumbent is responsible and accountable for (a) supporting recruitment and talent acquisition processes including advisory services to managers on best practices to ensure consistency, transparency, and efficiency; (b) supporting HR regulatory framework review; (c) supporting the management of key HR programmes such as internship and staff wellness programmes.

Your responsibilities

Within delegated authority, the Associate Human Resources Officer will be responsible and accountable for the following duties:

Supporting the secretariat's strategic talent outreach, attraction, and recruitment processes:

- Support the development of, or revision of job descriptions to ensure that the job description and eventual vacancy announcement accurately capture the scope of function;
- Provide substantive and technical support, including policy interpretation and advice to hiring managers on talent acquisition and recruitment processes;
- Analyze and recommend, and support the implementation of industry best practices on talent outreach and attraction, identifying tools and mechanisms for the secretariat to attract and obtain the highest caliber of talent;
- Through strategic partnerships with hiring managers, provide substantive advice and guidance on best practices related to various assessment methods and mechanisms to achieve competitive selection processes that are based on merits;



- Guide hiring managers and panel members by participating in interviews as ex-officio, ensuring compliance to the internal regulations, rules, and policies on recruitment, and ensuring that UNFCCC recruitment processes provide optimal candidate experience;
- Support the Team Lead and Chief, HR Management, in reviewing the Standard Operating Procedure on recruitment and Review Board processes.

Supporting the UNFCCC Human Resources policy and regulatory framework review:

- Under the overall guidance of Chief, HR Management, contribute to the UNFCCC Human Resources policy and regulatory framework review by undertaking analysis and propose revisions and potential implementation approach;
- Develop internal guidelines, as well as information materials that support enhanced employee and management experience, that aim to provide holistic clarity on HR processes, and to enhance knowledge and capacity of the relevant stakeholders;
- Contribute to preparing for, and conducting briefing sessions to managers and staff members when a new HR policy is promulgated, to achieve consistent and clear understanding, as well as implementation.

HR Programme Management:

- Oversee the internship programme by providing advisory services and guidance to managers on the implementation of the UNFCCC internship programme;
- Ensure the appropriate and compliant administration of internship programme and its terms and conditions;
- Develop social networking sites and channels such as UNFCCC internship alumni network to enhance knowledge sharing, as well as enhancing the internship experience of UNFCCC.
- Undertake benchmarking analysis on the internship programme, as well as Staff Well-being programmes of the UN common system; in consultation and partnership with the appropriate stakeholders to make recommendation on framework and/or policy revisions;

Perform any job-related activity required to meet the overall goals and objectives of the Human Resources sub-division, as well as those of secretariat-wide mandates.

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.

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.

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.



Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) degree in human resources management, business or public administration, or a related discipline. First level university degree (Bachelor or equivalent) in combination of additional two years of relevant experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of two (2) years of relevant professional working experience in human resources management, with a particular focus on recruitment administration and human resources programme management is required. Experience in researching and drafting human resources policies is highly desirable.

Language skills:

Required: Fluency in English (both oral and written) is required; knowledge of another official United Nations language is desirable.

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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
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.
4. Indicative net monthly salary and allowances:
US\$ 4,198
(plus variable post adjustment, currently 43.8% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>



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UNFCCC secretariat 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.
