United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

ADMINISTRATIVE SERVICES (AS) PROGRAMME

VACANCY ANNOUNCEMENT NO:	**VA 14/026/AS**
PUBLICATION/TRANSMISSION DATE:	**04 March 2014**
DEADLINE FOR APPLICATION	**17 April 2014**
TITLE AND GRADE:	**Coordinator, D-1**
POST NUMBER:	**ZRB-2944-D1-001**
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 promotes the implementation of the Convention and its Kyoto Protocol by a range of activities, including the provision of 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 work programme and the mandated activities of the secretariat to ensure efficiency, effectiveness, compliance with relevant rules and regulations and appropriate accountability, and the facilitation of cross-cutting common services and functions.

Responsibilities

The Administrative Services Programme of UNFCCC comprises of four main units that are responsible for Financial Management, Human Resources, Knowledge Management and General Services, which includes procurement, travel, premises management and mail distribution. Each unit is headed by a senior officer, who reports directly to the Coordinator. Under the immediate supervision of the Deputy Executive Secretary (DES), the incumbent is responsible for the effective provision of administrative services within the UNFCCC secretariat (hereinafter called secretariat), in accordance with UN rules and UNFCCC guidelines and policies. S/he is an integral part of the secretariat's Management Team (MT) and contributes to the overall management of the secretariat through membership in various managerial groups. The key results/accountabilities of the Coordinator include:

- Strategic Vision and Policy Advice
- Programme Leadership and Management
- Senior Representation

1. Contribute to the implementation of the secretariat's mandate by planning and directing the full range of administrative operations, including in the areas of budget, finance, human resources management, knowledge management, procurement, travel and general services:
   - Coordinates the preparation of the administrative services budget, manages related funds and provides reports to the Management Team (MT);
   - Acts as principal adviser to the Executive Secretary and Deputy Executive Secretary on all matters pertaining to administrative operations;
   - Directs staff of the programme by coordinating the development of work plans, guiding performance, and monitoring activities;

- Oversees the day-to-day execution of operating policies in the area of finance, human resources, knowledge management and general administrative services providing advice to heads of programmes and other secretariat staff;
- Continuously monitors operations to improve consistency, coherence and client-orientation in the provision of secretariat-wide administrative services; promotes the further development of Lean/Six Sigma interventions in all programmes of the secretariat;
- Coordinates the preparation of the secretariat budget, monitors its implementation and provides authoritative reports to management and Parties; ensures coherence of the secretariat fund-raising activities;
- Coordinates the submission of reports and proposals to the Parties to the Convention and its Kyoto Protocol regarding the secretariat programme budget and the provision of administrative services; issues authoritative statistical and analytical reports as required;
- Ensures pro-active provision of administrative information to UNFCCC staff thereby ensuring open and transparent administrative services;
- Initiates and coordinates the implementation of modern knowledge management and records management systems.

2. Provide strategic vision to the continuing review and development of administrative systems, policies and procedures, and ensure the optimal utilization of administrative resources:
   - Provides authoritative advice to the Executive Secretary, DES and the MT on the need for developing or adjusting administrative systems, policies and procedures to meet the evolving needs of the secretariat in the short and long term;
   - Oversees all administrative policies and system development and their implementation; particular attention and focus continues to be on refining and improving human resources management and enhancing managerial and supervisory capacity;
   - Directs the organization of administrative work and distribution of resources across the secretariat ensuring efficient and effective administrative operations in response to secretariat needs.

3. Represent the Executive Secretary and the secretariat in negotiations and consultations on a full range of administrative matters:
   - Coordinates internal and external audits and ensures the implementation of relevant audit recommendations;
   - Chairs/participates in joint advisory bodies, committees and MT Sub-Committees;
   - Provides authoritative advice on administrative matters to Parties to the Convention and its Kyoto Protocol;
   - Liaises with the host government in relation to the interpretation and application of the UNFCCC Headquarters Agreement, and in relation to the provision of office facilities;
   - Liaises with UNOG and the UN Department of Management in relation to the administrative delegation of authority and the provision of administrative services to the secretariat;
   - Liaises with other UN and IGO organizations, including with the CCAQ, to maintain administrative links with members of the UN family;
   - Develops and maintains cooperation with other United Nations agencies in Bonn to enhance synergies on common administrative issues.

4. Lead or contribute to organizational change initiatives:
   - Initiates and coordinates the internal communication strategy for the organization;
   - Coordinates performance management improvement/change initiatives;
   - Oversees staff satisfaction survey results and implementation;
   - Leads the UNFCCC People Pillar Initiatives projects.

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

Education: Advanced university degree in business or public administration, finance, accounting, law, human resources or social sciences, or related field. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: At least 15 years of relevant, progressively responsible, experience in human resources management, finance/accounting and/or budget or change management of which at least 5 years must be in an international setting.

Specific professional knowledge:
- Knowledge of fund-raising and the management of funds in an intergovernmental context.
- Knowledge of UN regulatory frameworks.
- Knowledge of procurement and knowledge management operations and practices is an asset.

Job related skills:
- Proven track record of excellent management and technical leadership skills.
- Proven track record in policy development and change management within organizational settings, with particular focus on human resources management.
- Experience with implementing complex ERP systems in organizations.
- Knowledge of the International Public Sector Accounting Standards is an asset.
- Proven skills in producing high quality reports and position papers on administrative technical issues.

Language requirements: Fluency - oral and written - in English required. Fluency in additional UN official language is an advantage.

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.**
4. **Salary and allowances:** **US$ 95,575 to US$ 102,241 net (without dependents)**
   US$ 103,400 to US$ 111,096 net (with dependents)
   (plus variable post adjustment, currently 52% of net salary)
   plus other UN benefits as indicated in the link below:
   https://unfccc.int/secretariat/employment/conditions-of-employment.html