VACANCY ANNOUNCEMENT

Associate Human Resources Officer, P-2 (Talent Management)
AS/HR/ICT Division,
Human Resources Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
10 June 2022 23:59 hrs CET	VA 22/041/AS/HR/ICT	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 13 May 2022, Post number: 30517108

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

The position is located in the UNFCCC secretariat in Bonn, Germany in the Human Resources (HR) subdivision, which is charged with effective planning of the workforce, strategic talent acquisition, organizational culture and development, HR administration in accordance with the UN Staff Regulations and Rules, and a view to increasing the geographical and gender diversity of the secretariat and its evolving needs.

This Talent Management and Workforce Planning unit position acts as partner to management, Hiring Managers and all other recruitment process stakeholders and reports to the Human Resources Officer in-charge of the Talent Management and Workforce Planning unit.

Your responsibilities

Within delegated authority, you will be responsible for the following duties:

1. General:
a) Provides advice and support to managers and staff on human resources related matters;
b) Keeps abreast of developments in various areas of human resources.

2. In the area of recruitment and placement:
a) Coordinates with client offices throughout the secretariat in identifying upcoming vacancies;
b) Supports coordination of the team's work to prepare vacancy announcements, review applications, and follow up with hiring managers ensure efficient selection processes
c) Reviews recommendations on the selection of candidates by client offices;
d) Prepares and presents cases to the Review Bodies;
e) Serves as ex-officio in examination boards;
f) Monitors the work of Human Resources Assistants in carrying out all human resources administrative actions, including maintenance of relevant tables, and processing of contracts;
g) Assists in planning, organizing, developing and administering tests related to recruitment of Professional, General Service and other categories of staff;
h) Organizes and coordinates the UNFCCC Gratis Personnel programmes for fellows, Junior Professional Officers, non-reimbursable loan experts;

i) Performs research into specific matters related to recruitment policies, assessment modalities, recruitment process and other related areas and prepares reports or proposals thereon.

3. Organizes and coordinates administration of entitlements:

a) Administers and provides advice on salary and related benefits, level of remuneration for consultants, travel, and social security entitlements;
b) Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.

4. With regard to staff development and career support training:

a) Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs;
b) Provides induction orientation and briefing to new staff members.

5. Other duties

a) Prepares classification analysis of jobs in Professional and General Service and related categories;
b) Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.
c) Manages various recruitment and personnel related databases and data analytics platforms. Acts as focal point for talent data and HR analytics, synthesizing and presenting data from the ERP and other corporate reporting tools.

6. Performs any other job-related activity required to achieve the goals and objectives of the team, and the subdivision.

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.

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 situation; Is receptive to feedback and open to adjust own behavior.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education or related field. A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least two (2) years of relevant professional work experience in human resources management including in recruitment in an international environment. Experience in the UN system is an asset.

Language skills:

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

Specific professional knowledge and skills and Job-related skills:

- Recognized professional qualification in Human Resources an asset.
- Experience in data reporting and HR analytics.
- Experience interpreting, implementing and providing advice in relation to HR rules and regulations.
- Ability to present complex data in clear concise manner.

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. 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 and allowances:
   US$ 49,254 to US$ 56,064
   (plus variable post adjustment, currently 25.7% of net salary),
   plus other UN benefits as indicated in the link below:
   https://unfccc.int/secretariat/employment/conditions-of-employment.html

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.