VACANCY ANNOUNCEMENT

Administrative Assistant, G-5
Operations Coordination

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
31 December 2023 23:59 hrs CET	VA 23/105/OC	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.

Where you will be working

The position is located in the Operations Department of the UNFCCC secretariat in Bonn, Germany. It is part of the Programme Administrative Team (PAT) which is responsible for the provision of administrative services, support and guidance to the department and its various divisions in relation to human resources, budget and financial management, and procurement.

What you will be doing

You will report to the P-3 Administrative Officer responsible for the ICT subdivision and will perform a wide range of administrative support functions to the ICT subdivision.

Your responsibilities

1. **In the area of Human Resources Management, you will:**
   a. Initiate, process, monitor, review and follow-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training etc., ensuring consistency in the application of regulations and procedures;
   b. Review entitlements-related claims and reports;
   c. Provide advice and guidance to staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary;
   d. Maintain and review organizational staffing tables; print and review reports from the UNFCCC electronic Enterprise Resources System "Umoja".

2. **In the area of Budget and Finance, you will:**

   a. Monitor status of expenditures and allotments through UMOJA, creating pre-encumbrances, obligations and payments; record variations and update budget tables;
   b. Consolidate data received and provide support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies; review status of relevant expenditures and compare with approved budget;

c. Review requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds;
d. Assist in the preparation of budget performance submissions and donor contribution reports;
e. Prepare and/or customize statistical tables and standard financial reports.

3. In the area of General Administration, you will:

a. Prepare, process and follow-up on administrative arrangements and forms related to the official travel of staff; liaises with other UN agencies for travel and replacement of staff serving UNFCCC sessions/meetings;
b. Draft routine correspondence;
c. Maintain files of rules, regulations, administrative instructions and other related documentation;
d. Maintain up-to-date work unit files (both paper and electronic);
e. Coordinate extensively with service units and liaises frequently with internal team members;
f. Perform other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors for goods and services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations;
g. Contribute to application/review/enhancement of division management, policies, and administrative procedures in the department, which includes researching official UN documents and rules and compiling information from various sources.

4. In the area of Contract Administration, you will:

a. Assist with day-to-day administration of consultancy services between the UNFCCC and external contractors for outsourced services;
b. Audit consultant/contractors' invoices against the services provided by the contractor and approved by the respective division;
c. Create obligations and processes the payment of consultants' and contractors' invoices and monitors payments;
d. Prepare and processes all UN forms and permissions for consultants/contractors working at the premises, including, UN grounds passes, swipe-card access and door keys.

5. You will also perform any job-related activity required to meet the overall goals and objectives of the team, division, as well as those of secretariat-wide mandates.

<u>Competencies</u>

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.
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 Completed High School/Secondary education or equivalent.

Experience

Required: At least five (5) years of work experience in administrative services, finance, accounting, audit, human resources or related area.

Language skills

Required: Fluency in English (both oral and written).

Advantage: Knowledge of another UN official language is desirable.

Specific professional knowledge or skills

Other: Excellent coordination and communication skills with keen attention to detail. Ability to working within teams. Strong planning and organizational skills. Capacity to establish and maintain good working relationships with internal and external clients.

Experience with data analytics and training on BI tools (e.g. power BI, Qlik) is an asset.

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 44,919 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.