



VACANCY ANNOUNCEMENT

Human Resources Officer, P-4
AS/HR/ICT Division
Human Resources Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 April 2023 23:59 hrs CET	VA 23/044/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 historic 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** will deliver 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

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.

What will you be doing

Reporting to the Manager, Human Resources (P-5) subdivision, the incumbent leads the Talent Management and Workforce Planning unit and is responsible for effective planning of the workforce, strategic talent acquisition and organizational development, with a view to increasing the geographical and gender diversity of the secretariat and meeting its evolving needs.

Expected key results

Achieves Department/Unit's goals and objectives through the provision of high-level support with respect to a range of complex human resource management activities.

Your responsibilities

Within limits of delegated authority, the Human Resources Officer will be responsible for the following duties:



1. General

- a) Develops and implements new human resources policies, practices and procedures to meet the evolving needs of the UNFCCC secretariat;
- b) Monitors and ensures the implementation of human resources policies, practices and procedures;
- c) Keeps abreast of developments in various areas of human resources;
- d) Prepares reports and participates and/or leads special human resources project;
- e) Plans, organizes, manages and supervises the work of a coordinated and effective team of professionals and technical staff.

2. Recruitment and placement

- a) Projects and monitors vacant posts, secretariat or mission-wide and ensures adherence to policies and procedures in filling these posts;
- b) Recommends guidelines on promotion and placement of staff;
- c) Oversees preparation of vacancy announcements, reviews applications and provides short-lists to substantive offices;
- d) Arranges and conducts interviews for selection of candidates;
- e) Reviews recommendation on the selection of candidate by client offices;
- f) Serves as ex-officio in or secretary to appointment and promotion bodies, examinations boards, and prepares and presents cases to these bodies;
- g) Prepares job offers for successful candidates;
- h) Participates in task forces and working groups identifying issues/problems, formulating policies and guidelines, and establishing new procedures;
- i) Represents the secretariat with full delegation of authority in discussions with senior government officials on recruitment and other human resources matters;
- j) Plans, organizes, develops, coordinates and administers tests related to recruitment of professional, general service and other categories of staff.

3. Administration of entitlements

- a) Advises the Manager of the subdivision on the development, modification and implementation of United Nations policies and practices on entitlements;
- b) Reviews and recommends level of remuneration for consultants;
- c) Provides advice on interpretation and application of policies, regulations and rules; reviews and provides advice on exceptions to policies, regulations and rules.
- d) Represents the office in joint bodies and working groups relating to salaries and other conditions of service.

4. Staff development and career support

- a) Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs;
- b) Analyzes staff development and career support plans to ensure that they are consistent with the overall organizations goals, policies on staff development and career support, and the respective mandates;
- c) Evaluates effectiveness and impact of staff development and career support programmes and recommends ways to enhance effectiveness and impact;
- d) Provides advice on mobility and career development to staff at all levels in all categories;
- e) Provides performance management advice to staff and management; Assists supervisors and staff with understanding and using the performance appraisal system (PAS);
- f) Assesses training needs, identifies, designs and delivers training programmes to staff at all levels throughout the Organization.



5. Other duties

- a) Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements;
- b) Monitors staff welfare and identifies/proposes appropriate programmes and remedial action;
- c) Monitors, advises and acts on disciplinary matters in accordance with established policies and procedures; Mediates conflict, grievance and harassment cases;
- d) Supervises and monitors the work of the junior human resources officers in undertaking the full range of human resource management activities;
- e) Represents the management in classification appeal cases;
- f) Prepares classification analysis of jobs in Professional and General Service and related categories;
- g) Provides guidance to division managers on the application of classification policies and procedures and by undertaking whole office review;
- h) Conducts research in preparing policy papers, position papers and briefing notes on issues related to examinations and tests.

Competencies

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions and analyses the different options and alternatives before reaching a sound conclusion.

Leading and Empowering Others: Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and gives staff autonomy in their areas of work, but remains accessible to staff at all levels, Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.



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 (B.A. or equivalent) in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: A minimum of seven (7) years of progressively responsible experience in human resources management, administration or related area. At least three years' experience in managing the full range of talent management using an ERP system is required. Demonstrated experience in data analysis and project management will be an advantage.

Language skills

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

Asset: Knowledge of another UN official language.

Other:

Experience with data analytics, forecasting and business intelligence required; Proven experience with BI tools (Power BI, Qlik, Tableau) required.

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\$ 90,274 to US\$ 96,108
(plus variable post adjustment, currently 38.3% 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 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 to become part of the organization.
