



## VACANCY ANNOUNCEMENT

**Administrative Officer, P-4**  
(2 positions)  
Programmes Coordination PAT  
Operations Coordination PAT

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 May 2024 23:59 hrs CET	VA 24/025/AS/HR/ICT	As soon as possible	2 years with possibility of extension	Bonn, Germany

Publication date: 19 April 2024, Post number: 31033971 & 31034169 Funding: 62 ZRB

**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 positions are located one each in the Operations Department and the Programme Department of the UNFCCC secretariat in Bonn, Germany, and are responsible for each leading one of the two Programme Administrative Teams (PAT) providing efficient administrative services, support and guidance to the respective department including their various divisions in relation to human resources, budget and financial management, and procurement. The positions have a dual reporting line to the director of Administration and ICT as well as to the senior director of the respective department.

### **Your responsibilities**

**Within delegated authority, the Administrative Officer will be responsible for the following duties:**

#### **1. Team leadership and coordination**

- a. Lead the PATs in providing efficient and effective administrative support in the areas of HR, budget and finance, procurement and general administration ensuring consistency in the application of UN rules and procedures.
- b. Promote a work environment conducive to producing the outputs and delivering the services required while at the same time overseeing the team's workload and ensuring adequate staffing.
- c. Provide guidance and expert advice to client divisions and the team regarding the provision of administrative services in general and especially lead in finding solutions for issues and challenges.
- d. Coordinate the PAT support for preparing the biennial work programme and budget as well as standard budgetary reports, donor reports and ad hoc reports.
- e. Provide guidance and strategic advice to senior management on financial and budgetary issues within the department and for this maintain an overview of the budgetary situation of the divisions supported by the PAT.
- f. Represent the PATs at departmental and secretariat-wide panels and bodies.

#### **2. Process improvement and innovation**



**In collaboration with the team lead of the PAT for the other department:**

- a. Continuously review existing policies, guidelines and processes or the lack thereof with a view to reducing gaps, improve efficiency as well as to apply best practice while complying with UN regulations and rules.
- b. Where applicable, conduct studies on the use of innovative technology to improve processes for example through the use of process and workflow automation.
- c. As required collaborate with HR, finance and budget, procurement, travel, general services and ICT colleagues to implement improvements for processes, policies and guidelines.
- d. Establish and maintain knowledge and innovation partnerships, including scanning the horizon for and partnering with outside organizations to optimize operations performance through innovation and best practice.

**3. Other duties**

- a. Act as certifying officer for all funds of the department, when required.
- b. Provide additional support and coverage to divisions during absences of team members as and when required.
- c. Performs other related work as required.

**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:** Creates a culture of service and client orientation in which managers make client needs a top priority; seeks feedback from clients and partners and feeds this back to the team to update service standards; places clients at the centre of strategies, policies and processes; challenges managers to consider how to elevate service standards further, and to work more effectively with clients; regularly audits all unit / programme systems and processes to ensure they are aligned to deliver excellent client service; takes personal responsibility for any lapses in service standards and acts swiftly to redress these; scans the internal and external environment for opportunities to establish cooperative partnerships and alliances.

**Delivering results:** Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; holds regular reviews to assess the results achieved against targets; manages, reduces or mitigates risks without compromising results, where possible.

**Managerial Competencies:**



**Managing Performance and Developing People:** Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

### **Your qualifications**

#### **Educational Background:**

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**Required:** Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience:**

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**Required:** A minimum of seven (7) years of progressively responsible experience at the professional level in programme management, administration, finance, accounting, or related field. At least three (3) years of this experience should have been gained in an international environment. Three (3) years of experience as transactional user in an ERP system is required. Experience with the UN ERP system "Umoja" is highly desirable. At least two (2) years of experience managing a team is required. Two or more years of experience in data analytics and process improvement is desirable.

#### **Language skills:**

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

**Desirable:** Knowledge of other UN official languages is an asset.

#### **Other**

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Knowledge of SAP or other ERP systems for accounting, funds management and financial reporting is required. Knowledge of UN administrative policies, regulations and rules is highly 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:**



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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.

Indicative net annual salary and allowances:

US\$ 77,326 to US\$ 85,737

(plus variable post adjustment, currently 41.2% 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.