



## VACANCY ANNOUNCEMENT

(Candidates who applied for VA 13/066/AS advertised in September 2013 do not need to re-apply)

### ADMINISTRATIVE SERVICES (AS) PROGRAMME

#### General Services Team

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 13/080/AS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>20 November 2013</b>
<b>DEADLINE FOR APPLICATION</b>	<b>03 January 2014</b>
<b>TITLE AND GRADE:</b>	<b>General Services Assistant, G-4</b>
<b>POST NUMBER:</b>	<b>ZRB-2944-G4-014</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

#### Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including 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 core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of cross-cutting common services and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

#### Responsibilities

This post is located in the General Services Team (GS), Procurement and General Services Unit (PGSU), Administrative Services programme. The General Services Team is accountable for management of facilities, space, expendable and non-expendable property, mail/communications and local transportation services.

Under the immediate supervision of the Senior General Services Assistant and the overall guidance of the Chief, Procurement and General Services Unit, the incumbent is responsible for:

- Administration of office space
- Management of furniture, equipment and other non-expendable property
- Assistance to and replacement of the supervisor and other team members especially in the management of facilities and expendable property (EP)

A. Administers the usage of facilities and office space, by:

1. Entering and updating all necessary information on usage of office space, including floor plans, office space allocation plans and staff directory;
2. Providing input to the planning of mid- to long-term office space requirements and requisite action;
3. Responding to and coordinating with other relevant service units requests for office, meeting and utility room moves and re-arrangements;
4. Liaising with the UN Common Services Unit (CSU) in the initiation and preparation of maintenance, repairs, renovations, alterations, additions and construction of building infrastructure and technology; creating, maintaining and monitoring project files; and

5. Following up on pending requisitions and requests for additional work and priority actions to be carried out by GS unit and/or CSU.
- B. Administers furniture and other non-expendable property (NEP) (non-ICT) throughout the storage, usage and disposal stages, by:
1. Updating NEP stock records; maintaining relevant files and records and generating reports; identifying needs for replenishment of stocks and replacement of obsolete assets;
  2. Processing requisitions and initiating purchasing process; assessing longer term requirements and contributing relevant input to the annual procurement plan;
  3. Following up on delivery of NEP and its receipt by CSU; may follow up on delivery and receipt of the secretariat's expendable supplies.
  4. Arranging receiving and stocking areas in a manner that maintains a safe working environment;
  5. Arranging procedures for, and handling, the assignment and issuance of furniture, non-ICT equipment and other NEP supplies to the staff of the UNFCCC secretariat, and their recovery; coordinating the requisite contributions from other service units such as ICT and CSU;
  6. Receiving requests for, initiating and monitoring maintenance, repairs and replacement of secretariat property, within given contractual arrangements;.
  7. Conducting on-going and periodic physical inventories; maintaining related databases, and preparing inventory certification reports; and
  8. Processing disposals and transfers of written-off property.
- C. Provides a range of other general administrative services, including by:
1. Ensuring staff are aware of proper ergonomics in the set up of their desks, chairs and computer monitors;
  2. Replacing the GS Assistants responsible for EP management and meeting room reservations in his/her absence; and
  3. Maintaining a proper filing system for space and NEP management activities (electronically and in hard copy);
- D. Performs any other job-related duties required to meet the mandates of the Team, the Unit, the programme and the secretariat including providing back up to the GS team leader in the area of security, as well as serving as back up for meeting room bookings,

### **Essential Requirements**

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

**Educational background:** Completed secondary education. Specialised training in the area of logistics, facility or inventory management or related desirable.

**Experience:** At least four years work experience in the area of facility management, building management, architecture, or functions-related administration. Experience in office moves – people and assets - and experience gained in an international environment is highly desirable.

**Specific professional knowledge:** Fully proficient computer skills including the use of software packages such as Word, Excel, and other relevant software applications. Knowledge of Computer Assisted Facility Management software, AutoCad, and/or Space Planning Tools highly desirable.

**Job-related skills:** Strong service- and client-orientated approach required. Ability to instruct and oversee temporary staff. Hands-on experience with non-expendable property (NEP) inventory management.

**Language requirements:** Good knowledge of written and spoken English. Working knowledge of German is required. Knowledge of another UN language is an asset.

### **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. **This post is for local recruitment only. All travel, interview and relocation costs 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 31,898 plus other UN benefits as indicated in the link below:**

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>