



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT

ADMINISTRATIVE SERVICES (AS) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 09/040/AS
PUBLICATION/TRANSMISSION DATE:	12 June 2009
DEADLINE FOR APPLICATION	11 July 2009
TITLE AND GRADE:	Administrative Management Officer, P-3
POST NUMBER:	ZRB-2944-P3-001
INDICATIVE ANNUAL SALARY:	US\$ 53,629 to 60,046 net (without dependents) US\$ 57,453 to 64,429 net (with dependents) (plus variable post adjustment, currently 55.1% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

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 responsibilities of the Administrative Services Programme include developing and managing the implementation of administrative policies and systems for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

Responsibilities

Working under the direct supervision of, and reporting to, the Coordinator of Administrative Services (AS), the incumbent provides support in the coordination of activities related to the development of administrative policies and the improvement of administrative procedures, the planning and monitoring of AS budgets and human resources requirements, and the overall management of the AS programme. Duties include tracking and effective coordination of activities undertaken by the Coordinator's office, providing analysis and advice on strategic issues, reviewing administrative policies and guidelines, and coordinating AS budgets and certifying related expenditures. In particular, the incumbent:

1. Assists the Coordinator in activities related to the development and implementation of administrative policies and effective communication of administrative information to all staff:
 - (a) Monitoring, in cooperation with heads of units in AS, the continuing development of UN policies and guidelines and their relevance to the secretariat providing advice to the Coordinator on issues of strategic importance and potential problems;

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- (b) Reviewing administrative and financial policy documents to ensure coherence in substance, format and style;
 - (c) Coordinating and reviewing background documentation and providing analyses, advice and input to secretariat managerial groups dealing with administrative issues;
 - (d) Undertaking and coordinating special projects related to the review and analysis of administrative work in the secretariat, providing relevant advice and recommendations, developing and drafting guidelines and following up on the implementation of related measures to improve administrative procedures and workflows;
 - (e) Coordinates the intranet presentation of policy and guidelines and other administrative information ensuring its user-friendliness and readability.
2. Coordinates AS work programmes and budget inputs, monitors related expenditures and provides support in the recruitment of administrative staff:
- (a) Coordinates input to the work programme and budget managed by the Coordinator, AS (Programme Support Costs and Secretariat-wide Costs), prepares periodical updates of the programme support costs budget for consideration by senior management and initiates and coordinates related actions on a continuous basis;
 - (b) Monitors and reviews implementation of the work programme and other activities by conducting regular and special reviews to assess progress of actual work and results versus the programme plan; coordinates the production of programme reports such as programme delivery reports;
 - (c) Ensures that financial resources are optimally utilized to implement activities in accordance with the Programme Support Costs budget and the Secretariat-wide Costs budget and allotments issued;
 - (d) Monitors and exercises strict control over budgetary allocations and expenditures; in close cooperation with the Programme Planning and Budget unit, monitors the use of funds managed by AS under the secretariat Total Cost of Ownership model to cover support to extra-budgetary activities; acts as certifying officer for obligations and financial documents and initiates their liquidation and closure in accordance with the UNFCCC rules and procedures;
 - (e) Supports secretariat programmes in the recruitment of staff funded from Programme Support Costs with a view to ensuring that administrative resource requirements are met in a timely manner; develops job descriptions for administrative posts and ensures their coherence;
 - (f) Provides back up support as alternate certifying officer for other programmes and funds in accordance with the delegation of authority.
3. Provides support to the Coordinator in the management of the programme by:
- (a) Identifying issues and drafting agendas for programme management meetings and following up on action items ensuring implementation within agreed timeframes;
 - (b) Identifying operational and strategic programme issues and priorities and provides advice and recommendations to the Coordinator, AS;
 - (c) Representing the programmes in secretariat-wide committees, task forces and other groups;
 - (d) Planning, organizing and supervising the activities of the Programme Administrative Assistant (PAA); providing effective guidance and development opportunities to the PAA, and evaluating his/her performance.
4. Performs other duties as assigned by the Coordinator in support of activities of his/her office.

Requirements

- University degree in business administration, social science, law or a related discipline, or equivalent professional experience.

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- At least five (5) years of progressively responsible experience, including at least two years at an international level. The incumbent must have strong planning and organizational skills, the ability to analyse complex information and prepare and communicate administrative information in written formats, including briefings and reports to senior management.
- Fluency in English. Working knowledge of another UN language is an asset.

Evaluation criteria

Professionalism:

The capacity to identify problems/issues and participations in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to Continuous Learning:

Willingness to keep abreast of new developments in their field of work.

Communication:

Ability to provide thorough, well reasoned contributions to documents and papers.

Technological Awareness:

The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork:

Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

To apply

In order to apply for this vacancy please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the “apply” link next to the vacancy announcement.

Please note:

1. **Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
2. **Service is limited to the UNFCCC Secretariat**
3. **We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notification of the final outcome of the selection process.**