



VACANCY ANNOUNCEMENT

Human Resources Assistant, G-4 AS/HR/ICT Division Human Resources Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 May 2023 23:59 hrs CET	VA 23/046/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 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 delivers 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.

You will have the following responsibilities:

Under the direct supervision of the Staff Development Officer and the overall guidance of the Chief of Human Resources, you will provide a wide range of administrative functions related to the learning and performance management portfolio of the secretariat.

1. Coordinates the communication and logistical arrangements prior to, during, and after training workshops and learning events.

- Drafts and prepares correspondences and announcements related to learning and performance, e.g. flyers, signage for digital displays, Intranet articles;
- Books training rooms and liaises with General Services and the IT Service Desk on room set-up and provision of IT equipment;
- Compiles, edits, copies and prepares training materials;
- Communicates with, receives and supports facilitators prior to and during training sessions;
- Invites and communicates with participants and manages participants registrations and attendance;
- Liaises with training focal points in other UN organizations in Bonn for the administration and logistics of shared training initiatives or participation of their staff in UNFCCC's training activities;
- Establishes surveys to collect and evaluate learning events;
- Monitors stock of training materials, related stationary and supplies, and initiates requisition processes for procurement;
- Maintains records on training attendance and issues certificates confirming participation in learning events;



2. Supports the secretariat's Learning Management System (LMS)

- a. Assists in administering the LMS by supporting the creation and management of system content, user data, workflows and approval processes;
- b. Supports enhancements of the user-friendliness and system functionalities and assists in the preparation of guidance materials on the use of the tool for end-users;
- c. Assists in setting up, configuring and managing online learning services and libraries as well as the annual online Performance Appraisal review tasks;
- d. Maintains and updates information on learning activities on the intranet and in the LMS;
- e. Maintains staff member's records for face-to-face as well as on-line learning activities in the LMS and related tools;
- f. Generates data and reports relating to learning activities;
- g. Provides helpdesk and user support to staff by responding to emails and other queries received.
- h. Raises and follows up on queries, enhancements and issues with the LMS with ICT and the vendor Cornerstone;

3. Acts as focal point for the secretariat's Language Learning Programme:

- a. Compiles relevant information and assists staff on the secretariat's language learning programme by providing guidance according to the respective policies and guidelines;
- b. Reviews and processes reimbursements;
- c. Arranges for the participation of secretariat staff in the Language Proficiency Examinations facilitated by UN Headquarters.

4. Assists in coordinating the induction of new staff members:

- a. Briefs new staff members on learning and development, mandatory training courses, performance management and career support activities and processes;
- b. Provides logistical and administrative support to the orientation programme for new staff.

5. Performs other duties as required, including back-up support to other staff in the unit.

Competencies

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.

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.

Learning continuously and knowledge sharing: Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures and applies lessons learned to future activities; Engages colleagues or networks



to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.

Your qualifications

Educational Background

Required: Completed secondary education or its equivalent.

Experience

Required: At least four years of work experience in the area of human resources management relevant to the functions of the post, particularly in maintenance of Human Resources IT tools, ideally Learning Management and Performance Management systems is required. Experience in working in an international environment is highly desirable.

Language skills

Required: Excellent written and spoken English. Working knowledge of German is an asset.

Specific professional knowledge and skills

Required: Proficiency in the use of standard office IT systems and applications.

Desired: Two (2) years or more of experience in data analytics or related area.

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 38,134 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.
