



TEMPORARY APPOINTMENT

INTERIM SECRETARIAT OF THE GREEN CLIMATE FUND

ANNOUNCEMENT NO:	13/TA03/GCF
PUBLICATION DATE:	03 January 2013
DEADLINE FOR APPLICATION	25 January 2013
TITLE AND GRADE:	Senior Administrative Officer, P-4
INDICATIVE MONTHLY SALARY:	Starting from: USD 5,623 net (without dependents), USD 6,038 net (with dependents) plus variable post adjustment, currently 49.2 of net salary) plus other UN benefits and pension fund as soon as possible until 31 December 2013
DURATION OF APPOINTMENT:	Bonn, Germany
DUTY STATION:	

Background

The Green Climate Fund (“the Fund”) was established with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund will promote the paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change. The Fund is governed and supervised by the Board and was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC). The task of the Interim Secretariat is to provide technical, administrative and logistic support to the Board until the independent Secretariat of the Fund is established.

The appointment is limited to the Interim secretariat of the Green Climate Fund located in Bonn, Germany. There will be a possibility for subsequent appointment to a post in the independent secretariat in Songdo, Republic of Korea, but such appointment will be subject to a separate recruitment process.

Functions to be performed

The Senior Administrative Officer is part of the interim secretariat and is accountable for leading the development and implementation of administrative policies that will be used by the independent secretariat; the range of policies includes financial management, human resource management, procurement, information technology and the general administration support functions of facilities management, property management and travel. The incumbent of the post:

1. Provides advice on public and private sector administrative best practices, analyses policies, regulations and rules and identifies those most compatible with the mandate and culture of the Fund by:

- a) Analysing the mandate and desired organizational culture of the Fund and identifying options for the key components and requirements of administrative policies in consultation with the interim secretariat staff and Board members as applicable;
- b) Identifying comparable public, and private if applicable, institutions including the World Bank and the United Nations that may serve as best practice organizations;
- c) Establishing collaborative contact and collecting administrative policies, regulations and rules; a
- d) Organising, comparing and identifying options for policies, regulations and rules that would most support the independent secretariat’s business model; and

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- e) Acting as secretary to administrative committees of the Board coordinating committee meetings, drafting official documentation for committee review and subsequent submission to the Board for approval, and providing logistical and administrative support to the committees' Chair and co-Chairs as applicable.
2. Coordinates the development, vetting, promulgation and implementation of administrative policies that support the mandate, business model and culture of the Fund by:
- a) Selecting the best practice administrative policies, regulations and rules upon which to base the Fund's own, in consultation with the Senior Manager, the Director of the interim secretariat and the Legal Counsel of the Fund;
 - b) Coordinating the drafting of, or personally drafting, the Fund's administrative policies based on best practice and with a view to transparency and simplification of regulations and rules;
 - c) Vetting drafts of administrative policies with the Legal Counsel; and
 - d) Presenting to decision-makers and advocating for promulgation of administrative policies, including drafting official documentation required for the Board's approval.
3. Establishes regulations, rules and procedures required to implement promulgated administrative policies by:
- a) Elaborating administrative policies into regulations and rules that are based on best practice and support the business model of the Fund;
 - b) Ensuring the transparency and simplification of draft regulations and rules to facilitate their implementation and administration;
 - c) Vetting the draft administrative regulations and rules with the Legal Counsel; and
 - d) Finalizing administrative regulations and rules for promulgation, including drafting official documentation required for the interim secretariat Director's approval.
4. Performs any other job related activity required to achieve the goals and objectives of the interim secretariat.

Requirements

Education: Advanced university degree, preferably in business, public administration, finance, accounting, law or social science is required. A combination of academic qualifications and extensive experience may be accepted in lieu of the required advance university degree.

Experience: A minimum of seven (7) years of progressively responsible professional experience in a combination of administrative fields, from among finance, human resources and procurement, is required. At least two (2) years of the seven should be with an international organization and include a supervisory role with responsibility for recruiting, selecting, motivating and apprising a team of professional staff. Experience in more than two administrative fields of work would be an advantage.

Specific professional knowledge and job-related skills::

- Knowledge of a broad range of administrative policies, regulations, rules and procedures from different international institutions, including the UN and the World Bank.
- Policy development and implementation
- Integrated Management Information Systems
- Demonstrated intellectual leadership in administration in a public service organization, particularly in finance and/or human resources.
- Ability to make forward-looking and practical decisions to ensure good stewardship and integrity in the management of the Fund's resources (financial, human and material).
- Demonstrated staff management, staff development, and team leadership skills.
- Proven track record of responsiveness to clients based on a fully developed understanding of clients' needs and demonstrated performance in managing client relationships.
- Possesses an institutional perspective and drive for results.
- Excellent interpersonal and people management skills with a demonstrated track record of effectiveness in a culturally diverse environment.
- High degree of self-motivation and drive.
- Highest ethical standards.

Language requirements: Fluency in English is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and experience in representation and catalysing consensus among diverse partners. Good working knowledge of a second official UN language would be an asset.

To apply

Candidates whose qualifications and experience match the requirements stated above should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

- 1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
- 2. The appointment may be offered as consultant at P-4 equivalent for selected candidate.**
- 3. 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.**