



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

SHORT TERM ASSIGNMENT FOR INITIALLY SIX MONTHS

- Support Staff Position -

ADMINISTRATIVE SERVICES

- Human Resources Unit -

ANNOUNCEMENT NO:	09/TA01/AS
PUBLICATION DATE:	27 January 2009
DEADLINE FOR APPLICATION	09 February 2009
TITLE AND GRADE:	Human Resources Assistant, G-5
INDICATIVE MONTHLY NET SALARY:	EUR 2,615 to 2,928 plus other UN benefits
DURATION OF APPOINTMENT:	Initially six months with starting date as soon as possible
DUTY STATION:	Bonn, Germany

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 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.

Functions to be performed

Under the overall guidance of the Chief, Human Resources unit, the incumbent will assist in the classification of job descriptions, recruitment activities, administration of staff entitlements in accordance with the United Nations Staff Rules and Regulations. The Human Resources Assistant will be responsible for the following duties:

1. Placement and Administration of Entitlements:

- (a) Calculates salaries and related benefits, prepares and dispatches offers of appointment and statements of emoluments, including for candidates identified for temporary assignments;
- (b) Reviews, analyses and processes requests for entitlements and claims; processes related personnel actions in the relevant software, i.e. Integrated Management Information Systems (IMIS);
- (c) Answers queries covering a range of personnel services including personnel administration, regulations and rules, administrative instructions and policies.

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- (d) Monitors issues on conditions of service of staff and advises the supervisor of any developments.
2. Classification and recruitment:
 - (a) Assists in reviewing and processing requests for classification either for established posts or temporary assignments;
 - (b) Provides advice and answers general queries on classification procedures and processes;
 - (c) Participates in the selection of candidates for secretarial, clerical and related categories, including evaluating and screening applications of such candidates and conducting roster search for temporary vacancies, identifying short-listed candidates, assists with preparation of recruitment folders;
 - (d) Initiates and follows up on reference checks and academic verifications, ensuring completion of the pre-recruitment formalities;
 - (e) Acts as alternate secretary to the Review Board.
 3. Staff development and career support training:
 - (a) Assists in the development of staff development programmes;
 - (b) Assists in the organization and coordination of training courses and workshops.
 4. General:
 - (a) Compiles and prepares statistical and periodic reports on HR related issues.

Requirements

- Completed secondary education. Course, work/training in human resources management is desirable.
- At least five (5) years of progressively responsible experience in the field of administration or human resources.
- Proficiency in standard computer applications (e.g. Word, Excel, Lotus Notes).
- Fluency in English. Knowledge of French desirable.

To apply

In order to apply for this temporary assignment 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 announcement.

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.**