



VACANCY ANNOUNCEMENT

Associate Information Systems Officer, P-2
Administration and Operations Division
Information and Communication Technology Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 July 2025 23:59 hrs CET	VA 25/021/A&O	As soon as possible	1 year 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.

Where you will be working

This position is located in the Information and Communication Technology (ICT) Sub-division of the Administration and Operations division.

Under the general supervision of the Manager, ICT Sub-division, (P-5) and direct supervision of the Team Lead of the Application Development Unit (P-4), the incumbent is responsible for the business analysis to support the design, development and implementation of Information and Communications Technology (ICT) solutions for UNFCCC internal and external stakeholders.

Your responsibilities

Within delegated authority, the Associate Information Systems Officer may be responsible for the following duties:

- Participates in preparing agile business analysis and requirements gathering.
- Assists in the design, development, and installation of information systems adhering to the defined software development lifecycle.
- Undertakes analysis of well-defined modules within the system, drafting documentation for development/enhancements and new features to existing systems; may be required to design and implement small, stand-alone systems as needed (e.g. to meet individual user requirements).
- Undertakes rigorous structured testing to verify and validate that the software application meets its specified requirements and performs as expected.
- Provides third level support for system's applications, analyzing and implementing system changes/upgrades, etc.
- Participates in developing and maintaining Information Systems service plans, schedules, and budgets. Assists in identifying appropriate human and technical resources to complete the service, assisting in assuring that deviations from service schedule are addressed and communicated, assists in developing timely service status reports, monitoring service risk factors, escalating service issues, and providing Quality Assurance for all service deliverables.



- Participates in preparation and drafting of security testing, data integration and disaster recovery plans.
- Prepares, updates and maintains system's documentation and related technical/procedural manuals.
- Assists in procurement exercises, including conducting needs assessments and benchmarks, preparing technical specifications and evaluation criteria.
- Assists in the set-up and monitoring of software performance measures.
- Coordinates with Service Desk for technical support
- Participates in facilitating communications between ICT and its clients for good client relations and be responsible for small to medium client accounts.
- Assists in the development of Service Level Agreements (SLAs) between the client and ICT, for either specific IT services or general technology support, including any charge back mechanisms.
- Advises users on the most suitable use of hardware and software for different tasks.
- Drafts training materials and conducts training sessions and demonstrations of systems for users.
- Participates in assessing and testing new technology.
- Performs other duties within the functional profile as assigned and deemed necessary for the efficient functioning of the office.
- May provide guidance to new/junior staff and external experts/vendors.

Competencies:

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in computer science, information systems, mathematics, statistics or related field. A first-level (Bachelors or equivalent) university degree in combination with additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.



Experience:

Required: A minimum of two (2) years of progressively responsible experience in the business analysis for planning, design, development, and implementation of computer information systems or related areas using agile software development methodologies.

Language skills:

Required: Proficiency in English (both oral and written) is required.

Advantage: Knowledge of another UN official language.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may 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. Service is limited to the UNFCCC secretariat.
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 and allowances:
US\$ 55,163
(plus variable post adjustment, currently 38.1% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.