



## VACANCY ANNOUNCEMENT

### Chief, Human Resources Management, P-5 Human Resources Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 March 2026 23:59 hrs CET	VA 26/010/HR	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.

#### Where will you be working

Under the direct supervision of the Deputy Executive Secretary, Chief, Human Resources Management leads the Human Resources unit which provides effective workforce planning, and, strategic talent acquisition, with a view to increasing the geographical and gender diversity of the secretariat and meeting its evolving needs, while overseeing functional streams of Talent Acquisition, Staff Administration, Staff Development and Learning, and Protocol.

#### The Chief of Human Resources subdivision will have the following responsibilities

##### **Strategic Advisory Support:**

- Develops and implements secretariat HR management strategies, policies, and procedures, including strategic HR action plans for talent optimization and technology enabled processes to enhance HR operational efficiencies.
- During initial tenure, will review existing HR issues/policies/practices and make recommendations for the design, and implementation of a strategic multi-year human resources action plan.
- Provides strategic support to senior management on culture change strategy, including leadership behaviour and people practices that enable high performance, excellence, staff engagement and well-being, in support of organizational effectiveness and delivery of the secretariat's mandate.
- Provides guidance and support to senior management and supervisors across the organization on HR issues such as performance management, and change management and work-life balance;
- Provides substantive input to the preparation of reports for presentation to management and intergovernmental bodies and contributes to reports on budget/programme performance and on programmatic/substantive issues; manages, monitors, analyses and presents HR data for optimal management decision-making;
- Talent Management and Workforce Planning: Develops and drives, in conjunction with the



leadership team, a talent management and workforce planning strategy to retain, attract and promote the best talent for the organization:

- Identifies and anticipates recruitment needs and priorities, develops and ensures the timely implementation of recruitment strategies, succession plans and conducts targeted recruitment campaigns;
- Approves the issuance of vacancy announcements, as well as oversees and clears recruitment, promotion and placement submissions to appointment and promotion bodies;
- Reviews short lists and participates in interviews for senior and strategically critical positions;

**Benefits and Entitlements:**

- Oversees and ensures the implementation of appropriate conditions of service and entitlements.
- Identifies needs and proposes changes to conditions of service as required and in accordance with rules and procedures;
- Provides advice on interpretation and application of policies, regulations and rules; approves recommendations on exceptions to policies, regulations and rules;
- Represents the office in joint bodies and working groups on conditions of service;
- Oversees and approves benefits and entitlements of staff and level of remuneration for consultants.

**Staff development and career support:**

- Identifies and analyses staff development and career support needs and designs programmes to meet identified needs; prepares monitoring reports on staff development and career support programmes;
- Oversees and ensures the implementation of staff development and career support programmes;
- Promotes future-responsive staff development and career support programmes; provides advice on mobility and career development to staff at all levels in all categories;
- Provides performance management advice to staff and management; assists division directors with the implementation of the UNFCCC performance appraisal system.
- Ensures induction programmes for newly recruited staff are in place.
- Develops, implements and shares results of exit interviews conducted with departing staff in an effort to report on departing staff feedback and share with senior managers.

**Supervise, manage, and lead the human resources team:**

- Plans, organizes, manages and supervises the work of the Human Resources subdivision; cultivating a positive people-centric service delivery culture that promotes efficiency, innovation and new ways of serving a hybrid workforce;
- Leads human resources management operations, managing the work programme and related activities, including talent acquisition, job classification, administration of entitlements, staff relations, staff well-being, performance management, organizational development, organizational change and implementation of reform initiatives, etc;
- Ensures appropriate work planning, goal setting and performance management of the team.

**General:**

- Develops strategic internal messaging to staff from senior management on important HR issues
- Proactively Monitors staff welfare through staff engagement pulse surveys and identifies/proposes appropriate programmes and remedial action;



- Monitors, advises and acts on disciplinary matters in accordance with established policies and procedures; mediates conflict, grievance and harassment cases, and contributes to Management Evaluation Unit requests.
- Prepares policy papers, position papers and briefing notes on issues related HR management as requested and required.
- Represents the secretariat at external meetings and maintains networks with senior colleagues in other UN organizations on HR best practices and emerging issues; participates in inter-agency meetings on a variety of issues and meetings, workshops and seminars to keep abreast of emerging HR professional issues.
- Responds to audit observations and recommendations relating to human resources management from both the Board of Auditors and the Office of Internal Oversight Services.

**Perform other duties within your functional profile as assigned and deemed necessary for the efficient functioning of the office.**

**Competencies:**

**Applying Professional Expertise:** Creates a culture across the unit / programme which values expertise and multidisciplinary cooperation, and takes action to address behaviors which undermine this culture; Promotes alternative sources of expertise and best practice to create cutting edge, robust and sustainable solutions; Engages with substantive leaders outside the business unit and organization to maintain professional expertise; Institutionalizes coaching and professional development within the business unit to build substantive expertise; Sets benchmarks and performance standards for delivery in accordance with identified best practice, and monitors the business unit's capacity to deliver.

**Communicating with impact:** Promotes the organization's mission and values with authority and gravitas to external stakeholders at all levels; Engages effectively in complex and sensitive negotiations; Communicates regularly and openly with staff at all levels within the business unit and across the organization; Expresses views and messages that reinforce the strategic goals of the organization; Identifies and involves key staff in constructing and delivering critical communications with stakeholders; Deals swiftly with inappropriate or inaccurate communication, and takes responsibility for the communications standards in the programme / unit.

**Being Responsive to Clients and Partners:** Creates a culture of service and client orientation in which managers make client needs a top priority; Seeks feedback from clients and partners and feeds this back to the team to update service standards; Places clients at the centre of strategies, policies and processes; Challenges managers to consider how to elevate service standards further, and to work more effectively with clients; Regularly audits all unit / programme systems and processes to ensure they are aligned to deliver excellent client service; Takes personal responsibility for any lapses in service standards and acts swiftly to redress these; Scans the internal and external environment for opportunities to establish cooperative partnerships and alliances.

**Delivering results:** Critically analyses situations to develop sound strategic goals and plans; Focuses the business unit on the achievement of results and holds managers accountable for developing mechanisms to measure results and meeting their commitments; Expects and holds managers accountable for creating an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Regularly



reviews business areas' activities to assess the results achieved against targets, and holds managers accountable for addressing any under-performance; Benchmarks performance levels against the performance of other business areas and external sectors.

**Managerial Competencies:**

**Managing Performance and Developing People:** Provides teams, and the wider business area, with clear expectations regarding performance, and an understanding of how the performance of each individual unit impacts the wider organization; Holds managers accountable for providing honest and regular performance reviews for every staff member reporting to them; Fosters a performance management culture that focuses on results, high performance and collaboration; Mentors high potentials, strong performers and women in the business area and ensures managers provide coaching, support and relevant development opportunities to help staff realize their full potential.

**Exercising Sound Judgment and Decision-Making:** Creates an environment where decisions are taken expeditiously; Contributes to broader organizational decisions, providing a considered and impartial perspective which takes the interests of the organization, and all those affected, into account; Assimilates multiple sources of information, identifies high-level themes, and recognizes subtle interrelationships across issues; Challenges the assumptions behind decisions, and their underlying logic, stepping away from the immediate situation to consider the wider context; Ensures decisions made within individual units, departments or divisions do not adversely impact operations elsewhere within the organization; Oversees the decisions of managers within own unit / programme, holding them to account for their decisions without undermining their authority.

**Leading and Empowering Others:** Pushes autonomy and empowerment downwards to the unit / programme, creating an environment where managers feel motivated to perform; Empowers and holds managers accountable for serving as a role model in achieving gender equity targets; Ensures that individual teams and work units within the unit / programme feel connected to the wider organization; Shows a deep understanding of the unit / programme's capabilities and resources, and uses this to allocate activities and coordinate delivery across the different work units; Inspires staff within the unit / programme, and across the organization, by connecting with individuals at all levels; Proactively seeks out opportunities to represent and speak for the organization externally.

**Thinking Strategically and Building the Vision:** Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; Understands the broader organizational and political context in which the unit / programme operates; Is aware of and sensitive towards the strategic priorities of the organization, external partners and the wider development and humanitarian context.

**What are we looking for**

**Educational Background:**

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**Required:** Advanced University degree (Master's degree or equivalent) in human resources management, business or public administration, social sciences, education, or related area. A first-



level University degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:**

**Required:** A minimum of ten (10) years of progressively responsible experience in human resources management, administrative services or related area. Leadership or supervisory experience over a human resources unit/team/division.

**Asset:**

- Demonstrated professional competence and success in the delivery of innovative and cost-effective HR services and the application of HR policies and procedures in a complex multicultural environment.
- Proven track records in developing HR policies, position papers and related administrative guidelines.
- Good knowledge and experience in human resources management in the United Nations common system and/or other international organizations.
- Strong network of HR professionals in international HR community.
- Experience leading or participating in a strategic HR transformation desired.
- Experience with an Integrated Service Management Solution (Umoja SAP, Peoplesoft, etc) relating to HR.

**Language skills:**

**Required:** Fluency in written and spoken English is essential. Working knowledge of another UN language is an advantage.

**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\$ 103,165  
(plus variable post adjustment, currently 40.0% 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.