



VACANCY ANNOUNCEMENT

Chief of Unit, P-4

Administration and Operations Division,
Procurement, Travel and General Services Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
31 May 2026 23:59 hrs CET	VA 26/028/A&O	As soon as possible	2 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 you will be working

The Administration and Operations division (A&O) will deliver 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

The Administrative Services subdivision comprises of three units that are responsible Procurement, Travel and General Services (PTGSU).

Under the direct supervision of the Director, A&O the Chief PTGSU, ensures a smooth supply of external services, commodities and office infrastructure to the secretariat that enables it to operate smoothly and efficiently, and deliver on its mandates and objectives.

Your responsibilities

Within delegated authority, the incumbent will be responsible for the following duties;

General provision of operations services:

- Provides direction to the Procurement, Travel and General Services activities of the secretariat with the aim of ensuring provision of optimal support to the secretariat's operational business needs and priorities;
- Advises UNFCCC managers and staff on matters related to policy and administration. Proposes strategy and policies to the Director, A&O and other senior managers. Develops new approaches and/or adaptations of existing policies and practices. Oversees the codification of procedures and practices to ensure consistency and dissemination of information and ensures compliance with the relevant principles, rules and regulations of the organization; approves exceptions to these rules in consultation with the Director and senior managers;.
- Establishes quality and quantity standards guided by the principles of integrity and efficiency



and sustainable use of secretariat resources; ensures that production and service standards are met;

- Directs and oversees the work of the Procurement, Travel and General Services Unit (PTGSU) through direct supervision of the Team Leads and special project staff, as necessary; plans, develops and manages the work of PTGSU to ensure smooth workflows and prioritization of tasks; ensures establishment of work plans and team goals, as well as, their alignment with secretariat and AS plans and goals; monitors implementation and team delivery; coaches, mentors and evaluates direct and indirect reports; participates in recruitment and selection of new staff and in the development of training programmes. fosters teamwork and communication among PTGSU staff and across organizational boundaries.

Procurement services:

- Directs and supervises the work of the Procurement team; ensures the secretariat is continually supplied with the required services and goods in a cost efficient and environmentally sustainable manner, through long-term planning in close collaboration with programme teams and divisions, effective sourcing and contracting, contract and vendor management and conflict resolution; supervises the submission of procurement cases for review by the relevant contract committees; approves and enters into procurement contracts of a higher value within delegated authority;
- Serves as a senior procurement and contracting expert with the responsibility for guiding the procurement of a wide variety of supplies and services associated with highly complex (technically and legally) contracts and procurement activities;
- Provides technical advice on procurement activities to officials of substantive units involved during all phases of the procurement cycle;
- Contributes to the development of institutional procurement policies and procedures, and develops standards and criteria for the evaluation of goods, services, supplier capacity, etc.

Travel Related:

- Directs and supervises the work of the Travel team; ensures provision of a wide scope of travel arrangements and services for participants to UNFCCC conferences and meetings and staff and families on statutory and mission travel, including ticketing, accommodation, DSA determination and payments, obtaining UNLPs and visas for staff, travel advisory services (e.g., medical, security);
- Ensures proper planning with and advice to programmes on the organization of UNFCCC conferences and meetings; approves all travel authorizations of a higher value within delegated authority.

General Services:

- Directs and supervises the work of the General Services team, ensuring provision of a maximally productive and healthy work environment; ensures provision and management of the secretariat's office accommodation, space and facilities in close cooperation with the host government and UN in Bonn premises management. supervises receipt and inspection, management and control of all secretariat property; supervises the submission of write-off cases for review by the relevant property survey boards; ensures flow of mail and



communications and provision of local transportation services; ensures adequate insurance coverage for property and liability related risks; oversees fulfilment of related contracts and agreements and resolves conflicts.

Other:

- Is responsible for the oversight and management of special accounts and projects relating to facility management;
- Represents the secretariat in groups, meetings and negotiations relating to the area of responsibility, such as the UN in Bonn Committee for Common Operations Management, interagency networks and working groups, and vis-à-vis HQ and conference host governments, as well as, authorities, service providers and suppliers;
- Acts as secretariat's focal point for management of the environmental sustainability of the secretariat's headquarters and travel operations;
- Assists the Director in the management and coordination of the subdivision, together with the Chiefs of units in AS. Represents subdivision in secretariat-internal groups and meetings and acts as O-i-C in the absence of the Director.
- Perform other duties within your functional profile as assigned and deemed necessary for the efficient functioning of the office

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Accountable: Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Managerial Competencies:

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and



lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions, and analyses the different options and alternatives before reaching a sound conclusion.

Leading and Empowering Others: Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and gives staff autonomy in their areas of work, but remains accessible to staff at all levels, Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.

Your qualifications

Educational Background:

Required: An advanced university degree (Master's degree or equivalent) in Business or Public Administration, economy, finance or other related field.
A first-level university degree (Bachelor's degree or equivalent), in combination with an additional two (2) years of qualifying experience, may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of seven (7) years of progressively responsible experience in administrative services or related area. Experience in supervising teams required. Experience in working in international organizations required.

Language skills:

Required: Fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage; Knowledge of German is 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\$ 86,027
(plus variable post adjustment, currently 38.3% 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.