



VACANCY ANNOUNCEMENT

Administrative Officer, P-3
Administration and Operations Division
Operations PAT

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
7 June 2026 23:59 hrs CET	VA 26/033/A&O	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

The position is located in the Administration and Operations Division of the UNFCCC secretariat in Bonn, Germany. It is part of the Operations Administrative Team (PAT) which is responsible for the provision of administrative services, support and guidance to the department and its various divisions in relation to human resources, budget and financial management, and procurement.

The Administrative Officer reports to the Team Lead, P-4 of the Operations Administrative Team and to the Director of Administration and Operations as the Second Reporting Officer. Therefore, the incumbent works closely with both.

Your responsibilities

Within delegated authority, you will be responsible for the following duties:

1. Human Resource Management
 - a. Effectively coordinates actions relative to the administration of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
2. Budget and Finance
 - a. Takes the lead with respect to the preparation and implementation of the work programme, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued.
 - b. Monitors and reviews the work programme and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan. Coordinates the production of programme reports.
 - c. Defines requirements and works with department divisions with respect to improving budget reporting systems and cost-effective utilization of program resources.
 - d. Liaises with donor counterparts at technical level to support fundraising efforts and for adequacy of technical reporting in order to meet donor requirements and ensure accuracy and integrity of documentation.
 - e. Develops, reviews and assists in improving procedures, administrative operations and internal guidelines and implements same to ensure that accounting and financial management controls are consistent with UN policy and practice.



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- f. Supervises and/or provides guidance on financial administration and management information issues and practices to colleagues.
 - g. Provides guidance and leadership to more junior staff.
3. General Administration
- a. Oversees work related to procurement, billing and receipt of income from various services, operational travel programme, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services.
 - b. Provides support in preparing agreements and arrangements for collaboration with other UN organizations, potential donors, beneficiaries and host countries.
 - c. Reviews adequacy of departmental space requirements.
 - d. Oversees the identification of office technology needs and maintenance of equipment, software and systems, coordinating enhancements as necessary.
4. Performs other related work as required.

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.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

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.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Managerial Competencies:

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.

Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, social sciences or related area. A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: A minimum of five years of progressively responsible experience in programme management, administration, finance, accounting, or related field. Supervisory experience and data analysis skills are required. Project management experience is an advantage.

Language skills

Required: Fluency in English (both oral and written).

Asset: Knowledge of another UN official language.

Other

Specialized expertise in monitoring and evaluation in particular with respect to programme planning and development, project implementation, results-based budgeting, financial management and programme administration. Knowledge of SAP or other ERP system for financial and accounting modules is required. Knowledge of the Umoja system is an asset. Knowledge of UN administrative policies, regulations and rules is highly desirable.

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\$ 71,335 (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 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.

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