



VACANCY ANNOUNCEMENT

Human Resources Officer, P-3
AS/HR/ICT Division
Human Resources Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
8 November 2021 23:59 hrs CET	VA 21/068/AS/HR/ICT	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 Human Resources sub-division, which is accountable for providing effective workforce planning, strategic talent acquisition and organizational development, with a view to increasing the geographical and gender diversity of the secretariat and meeting its evolving needs.

What will you be doing

Reporting to the Manager, Human Resources (P-5) subdivision, you will lead the Benefits and Entitlements team and is responsible for managing and administering timely and accurate processing of staff entitlements and benefits, from sourcing to separation stages, in line with UN Rules and Regulations, as well as serving as a linkage with UN institutions for medical, ASHI, staff pension and protocol.

Your responsibilities

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

1. You will ensure effective delivery of end-to-end transactional services including on-boarding, preparation of contracts, processing entitlements, maintenance of HR related information systems, and separations by:
 - a) Providing authoritative advice to managers and staff pertaining to staff entitlements including general rights and obligations, code of conduct, disciplinary measures, appeals, etc., explaining the scope and ramifications of the staff administration policy, regulations, rules and procedures as well as clarifying and promoting understanding of their purpose and value-added to the correct functioning of the secretariat as well as to staff morale and well-being;
 - b) Approving benefits and entitlements of staff based on their contractual status and serving as certifying officer of budget accounts concerning staff costs and personnel entitlements.



2. You will contribute to establishing equity, transparency and consistency in the interpretation, determination, implementation, and administration of HR policies, procedures and guidelines on all HR related matters by:
 - a) Processing job offers for successful candidates; recommending guidelines and implementing transactions on promotion and placement of staff, determining level and step upon recruitment of successful candidates, advising staff on applicable benefits and entitlements;
 - b) Participating and/or leading special human resources projects or task forces, as assigned, preparing reports and observations, when necessary. Contributing to the streamlining and simplification of Administrative Guidelines, Standard Operating Procedures, workflow processes and templates for efficient service delivery in the work area.
3. You will contribute to enhancing the secretariat's ability to attract and hire qualified staff, as well as consultants and gratis personnel to support its evolving mandate by:
 - a) Maintaining up-to-date knowledge of current recruitment practices and sources in consultation with technical specialists and managers across the secretariat;
 - b) Establishing regular contact with the programme and service managers and Programme Administrative Teams (PATs) to forecast recruitment plans in the short and long term; assisting PATs in prioritizing recruitment activities;
 - c) In accordance with the Staff Selection guidelines and with a view toward ensuring a merit based recruitment system for the secretariat, providing advice to recruiting division on the development of recruitment profiles which include selection criteria, assessment methods and sources of recruitment;
 - d) In consultation with hiring managers and PATs, ensuring the development of equitable, clear, relevant and objective interview questions; identifying the best method for interviews; performing the role as ex-officio to ensure the integrity of the whole selection process.
4. You will analyse, review and develop HR policies, procedures and practices in the assigned areas in support of merit based, equitable and transparent HR activities by:
 - a) Monitoring best practices in other UN and international organizations to identify innovations potentially applicable to the secretariat;
 - b) Identifying areas of concern for consideration of new or revised policies, procedures and practices through on-going consultations with secretariat staff and managers;
 - c) Ensuring integration of proposed policies and guidelines with overall secretariat strategy, HR strategy and guidelines in the other areas of Human Resources; and
 - d) Developing communication materials, such as briefing notes, presentations and intranet postings to implement new staff rules, regulations, policies, procedures and practices.
5. You will supervise and monitor the work of the Human Resources Assistants in undertaking a range of human resource management activities. You may act as Officer in Charge in the absence of the Chief of Section. You will perform any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division or the secretariat.
6. Performs other duties as assigned.



Competencies

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.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

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: A Master's degree in human resources management, public administration, business administration, law or a related area. A combination of a first level university degree plus additional two years of relevant working experience at the professional level may be accepted in lieu of an advanced degree.

Experience

Required: At least five (5) years of progressively responsible experience in human resources management specifically in the area of benefits administration. Two years of this experience should



have been in an international environment, preferably in the United Nations. At least 3 years of demonstrated experience with large Enterprise Resource Planning (ERP) systems (e.g., SAP, UMOJA, Oracle, PeopleSoft). Experience in recruitment would be an asset.

Specific professional knowledge: Knowledge and at least 2 years practical experience in applying United Nations rules and regulations in classification and entitlements.

Language skills

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

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\$ 62,120 to US\$ 69,662
(plus variable post adjustment, currently 34.6% 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.
