



## VACANCY ANNOUNCEMENT

### Human Resources Assistant, G-4 Human Resources Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
2 March 2025 23:59 hrs CET	VA 25/008/HR	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 position is located in the Human Resources sub-division, which is accountable for providing effective workforce planning, strategic talent acquisition and staff development, with a view to increasing the geographical and gender diversity of the secretariat and meeting its evolving needs. HR has a transversal function in the organization and its aim is to ensure that UNFCCC has the right quality of Human Resources with the appropriate skills and competencies in order to achieve its strategic and operational goals and to provide staff with a supportive, challenging and rewarding work environment in order for them to fulfil their potential and maximize their contribution to the organization

Under the direct supervision of the Staff Development Officer and the overall guidance of the Chief of Human Resources Management, the incumbent provides a wide range of administrative functions related to the learning and development, performance management and well-being portfolio of the Secretariat.

#### **You will have the following responsibilities**

##### **1. Assists in the planning and management of secretariat-wide learning and development, performance management and well-being activities:**

- Provides administrative support and liaises with colleagues in Finance, Procurement, Programme Administrative Teams (PAT), consultants and vendors in order to facilitate the administrative processes related to the planning and implementation of learning and development activities;
- Initiates, processes, monitors, reviews and follows up to ensure timelines are met when hiring consultants and facilitators, vendors and venues, procuring services and preparing workshops;
- Provides support to managers and staff on matters related to learning and development, performance management and well-being, including guidance on the respective policies,



guidelines and best practices; escalating issues to the Staff Development Officer as necessary;

- Works collaboratively with focal points in the Divisions and PAT to monitor completion rates of performance appraisals (PAS) and mandatory training programmes and issues reminders to staff and managers;
- Provides support to visiting staff counsellors, ombudsmen, etc. by coordinating briefing sessions, responding to questions, etc.
- Provides support in regard to the maintenance of learning and development, performance management and well-being related information on the intranet.

**2. Supports the planning and coordination of the secretariat's learning and development activities:**

- Assists in the design and evaluation of learning needs assessments and provides support in regard to the establishment of a strategy and plan for the secretariat's learning and development activities;
- Assists in the market research for training vendors and consultants and provides support in the preparation of Terms of Reference and Requests for Outside Expertise;
- Compiles relevant information on the secretariat's learning and development opportunities, ensures that information on the intranet and in the Learning Management system is aligned and updated;
- Assists in the coordination of central learning activities offered by the Staff Development Unit with learning needs and activities in the divisions of the secretariat;
- Supports facilitators of learning activities prior to and during their sessions, coordinates with Security, General Services and IT Services to ensure a smooth implementation of activities;
- Invites and communicates with participants and manages participants registrations and attendance; maintains records on training attendance and issues certificates confirming participation;

**3. Provides support in the administration of the secretariat's Learning Management System and Performance Appraisal tool:**

- Assists in maintaining and updating the system by entering user accounts for newcomers;
- Maintains staff member's records for face-to-face as well as on-line learning activities;
- Assists in setting up and configuring the annual online Performance Appraisal;
- Assists in generating data and reports on learning activities, PAS status and completion rates;
- Provides helpdesk and user support to staff by responding to standard emails and queries and escalating issues as necessary.

**4. Performs other duties as required, including back-up support to other staff in the unit.**

**Competencies**

**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.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes



opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Delivering results:** Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

### **Your qualifications**

#### **Educational Background**

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Completed secondary education or its equivalent.

#### **Experience**

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At least three (3) years of work experience relevant to the functions of the post, in particular in regard to learning and development and human resources management. The minimum years of relevant experience is reduced to one (1) year for candidates with a first-level University degree (Bachelor or equivalent).

Experience in supporting the establishment and implementation of learning and development activities as well as working in an international environment is desirable.

#### **Language skills**

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Excellent written and spoken English. Working knowledge of German would be an asset.

#### **Other (e.g. specific knowledge and job-related skills):**

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Proficiency in the use of standard office IT systems and applications is required.

### **What is the selection process**

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

#### **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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.



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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: Euro 40,119 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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