



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT
ADMINISTRATIVE SERVICES (AS) PROGRAMME
Human Resources (HR) Unit

VACANCY ANNOUNCEMENT NO:	VA 11/076/AS
PUBLICATION/TRANSMISSION DATE:	16 November 2011
DEADLINE FOR APPLICATION	15 December 2011
TITLE AND GRADE:	Staff Development Officer, P-3
POST NUMBER:	ZRB-2944-P3-012
INDICATIVE NET ANNUAL SALARY:	US\$ 56,018 to 62,721 (without dependents) US\$ 60,013 to 67,300 (with dependents) (plus variable post adjustment, currently 58.3% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The responsibilities of Administrative Services Programme include developing and managing the implementation of administrative policies and systems for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.

Responsibilities

Under the direct supervision of the Chief of Human Resources Unit, the incumbent identifies skills development needs for the staff across the secretariat and organizes the provision of training and capacity building. In particular the incumbent will:

1. Identify and design skill development and capacity building training programmes for all levels of secretariat staff to enhance the managerial, professional and technical capacity of all staff within the organization; conduct research on the various capacity building programmes available within both UN and private settings; prepare position papers, briefing notes and reports on issues related staff development, in particular implementation of learning strategy and approved programmes and its impact, for presentation to the Senior Management, the COPs and other stakeholders;
2. Manage the process for ensuring a strategic approach to training needs assessment, the design of learning programmes, the design of training modules, including objectives, scope and content, delivery modalities, and evaluation criteria; identify, assess and recommend existing innovative approaches to learning including adult/distance education; analyse training activities and approaches, ensure evaluation of results for effectiveness, identify and implement changes to existing programmes/modules as required;

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3. Deliver training modules through presentations and facilitation; and to a larger extent, oversee the delivery by others, ensuring content and style are consistent with UNFCCC needs, standards, and expectations; administer the external studies programme of UNFCCC with due consideration to the organizational requirements;
4. Oversee the administrative details of training delivery, e.g. registration, venues, materials, vendor travel, etc.; prepare TORs for training, coordinate with procurement and/or other human resources colleagues to expedite the procurement/recruitment of the appropriate training facilitators/contractors;
5. Supervise support staff for the provision of administrative and logistics activities.

Requirements

- Bachelor degree in human resources management and/or development, psychology, public or business administration. Additional specialized training or professional skills in organization development and adult education highly desirable;
- At least five years of progressively responsible experience of which 2 years should have been acquired in an international environment and familiarity with human resource information systems, such as IMIS or ERP, and UN human resources policies, regulations and rules is an asset. Strong commitment to promote learning, knowledge sharing and people development. Ability to communicate effectively orally and in writing. Excellent presentation and proven group facilitation skills. A high degree of tact, diplomacy and discretion. Very good coaching skills;
- Hands-on experience with learning programmes based on a variety of learning methods, career development, performance management and training, adult education, skills development. A deep understanding of staff development within human resources management principles and best practices. Familiarity with United Nations HR strategic direction and rules and regulations highly desirable;
- Fluency in oral and written English required. Fluency in additional UN official language is an advantage.

Evaluation criteria

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Ability to provide thorough, well reasoned contributions to documents and papers.

Technological Awareness: The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

To apply

Candidates whose qualifications and experience match the requirements for this position, please use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. **Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
2. **Service is limited to the UNFCCC secretariat.**
3. **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.**