Posting Title: ADMINISTRATIVE AND FUND MANAGEMENT OFFICER, P4
Job Code Title: ADMINISTRATIVE OFFICER
Department/Office: United Nations Environment Programme
Location: BONN
Job Opening number: 15-ADM-UNEP-42207-R-BONN (X)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice
This position is open for recruitment for an initial period of one year and may be subject to extension. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

Org.Setting And Reporting
The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. The CMS is a global intergovernmental treaty aiming at the coordinated and concerted conservation and management of migratory species and the ecosystems on which they depend. These species are a unique component of the world's biological diversity, most vulnerable because of their migratory behaviour and in need of care by all the countries through which they migrate. CMS provides the special instruments for their appropriate conservation and sustainable utilization. The Convention fits into the system of international treaties dealing with the conservation and sustainable use of biological diversity. It provides the whole range of measures from transboundary research and monitoring of species, their linkages with resident plant and animal species, strict protection
of habitats and restrictions of taking from the wild of animals of endangered species, through appropriate conservation and shared utilisation of species which have an unfavourable conservation status. The position of Administrative Officer is located in the Department of the United Nations Environment Programme (UNEP), Convention on the Conservation of Migratory Species of Wild Animals (CMS) at the Bonn duty station. Under the overall supervision of the Executive Secretary and the day-to-day supervision of the Deputy Executive Secretary, the incumbent is responsible for the following functions:

**Responsibilities**

1. Managing all human resources matters for the CMS Family in coordination with UNEP; Managing six Trust Funds for the CMS Family, including all requirements for budgeting, monitoring implementation, reporting on resources, processing preparation of payments and ensuring full liquidity at all time, in coordination with UNEP; Liaising with colleagues from external UN Organizations in Bonn for a variety of common services related to shared premises and services for UN bodies in Bonn, and from the German Government focal point for the Headquarters (HQ) Agreement; Providing advice and executive guidance to Executive Secretary/Deputy Executive Secretary and Agreements on UN/UNEP/UNON financial regulations and rules and guidelines. 2. Assisting and advising other Officers of the CMS Family in the preparation of Memoranda of Understanding (MoUs), Letters of Agreement (LoAs) and similar documents determining relationships and joint programme between members of the CMS Family and partner bodies, including Intergovernmental Organizations (IGOs) and Non-governmental Organizations (NGOs); Assisting other Officers of the CMS Family in monitoring and implementing projects and the work programme of their Units, particularly by (i) providing updated and accurate status of voluntary contributions and serving as the principal contact and liaison point with the Friends of CMS Association for administrative and accounting issues; (ii) providing guidance on appropriate legal documents and financial instruments to be used; Coordinating and monitoring accounting documents and the services and goods delivery in view of conciliating physical and financial issues included in the CMS Family Programmes, in coordination with responsible officers; Assisting other officers from the CMS Family to train and perform in IMIS. 3. Taking initiatives and monitoring progress and weaknesses in the IT systems, in coordination with the CMS Family providers, including UNON Common Services Unit; Proposing appropriate solutions in a timely and manageable manner and ensuring adequate resources in coordination with experts and specialist GS officer in CMS, in view of (i) achieving and testing performing filing systems for payments, donor agreements, voluntary contributions and fundraising follow up with Friends of CMS; (ii) assisting in archiving and general filing improvement. Overseeing and assessing archiving, registry and filing and related services required by the CMS Family, in coordination with other actors (professionals and secretariat officers) to assist in building a performing archiving and general filing system within the CMS Family.

**Competencies**

- Professionalism: Knowledge and understanding of administrative issues, including human resources, finance and budgeting and other common services, UN Rules and Regulations; Knowledge of theories, concepts and approaches relevant to the CMS Convention on intergovernmental negotiation sessions; Proven expertise in administration and in the specific needs in the development and implementation of strategic plans; Consulting and
corresponding with intergovernmental and non-governmental organizations; Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.  

• Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.  

• Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.  

• Planning & Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, accounting, economics or related area. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of relevant working experience in the field of administration and/or accounting of which, up to two years should have been in an international environment. Experience within a United Nations organization or other organizations, especially the administration of funds is an advantage.

Languages

English and French are the working languages of the UN Secretariat. For the advertised post, fluency in oral and written English is required. Working knowledge of French and/or Spanish is desirable.

Assessment Method

Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the
Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage. Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.