LOCAL RECRUITMENT
Bonn, Germany

VACANCY ANNOUNCEMENT

ADMINISTRATIVE PROGRAMME ASSOCIATE
(Personnel Service Agreement - PSA)

Organizational Unit: United Nations University - Institute for Sustainability and Peace (UNU-ISP)

Reference Number: 2012/UNU/ISP/SCYCLE/PSA/APA/36

Applications to: isp.scycle.apa@unu.edu

Closing Date: Open until the position is filled

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit http://unu.edu.

United Nations University-Institute for Sustainability and Peace (UNU-ISP):

UNU-ISP was established in January 2009 in Tokyo, Japan. UNU-ISP takes an innovative, integrated approach to sustainability — one that encompasses global change, development, peace and security. The Institute bridges these cross-cutting issues through research, educational and collaborative initiatives with the aim of solving current problems and anticipating future challenges. UNU-ISP works in collaboration with other UNU institutes as well as through co-operative relationships with the global academic and policy-making communities. For more information please visit http://isp.unu.edu.

UNU-ISP Operating Unit SCYCLE:

UNU-ISP Operating Unit SCYCLE focuses its activities on the interactions between human activities through production and consumption and the natural environment and their implications for sustainable development. Hence it also substantially contributes to the objectives of ISP. Because of the successful growing of the “Solving the E-Waste Problem (StEP)” Initiative co-founded and hosted by UNU and the Electronics Recycling Group (ERG), recent project acquisitions allow substantially re-increasing its scope to other dimensions of sustainable production and consumption.
Responsibilities:

Under the overall supervision of the Director of UNU-ISP, the technical guidance of the Programme and Administrative Services Officer in Tokyo, and reporting directly to the Head of UNU-ISP SCYLCE on an operational level, the successful candidate shall be entrusted with the following tasks:

- Liaise and coordinate with UNU-ISP Tokyo, UNU Bonn and administrative office in Kuala Lumpur on administration and finance;
- Manage the day-to-day operations of accounting services, including accounts payable, accounts receivable, application of cash receipts, billing, monthly closing of accounts, preparation of management reports, forecasting, year-end closing of accounts;
- Plan and execute financial operations in accordance with UNU’s policies, United Nations Financial Rules and Regulations (UNFRR) and established operational procedures, and ensure that proper and accurate accounting records are maintained;
- Prepare, monitor and report on the implementation of the budget for UNU-ISP SCYLCE;
- Oversee the preparation of financial reports in accordance with the terms and conditions of donor contracts to national and international donors in the public sector (governments and the European Union), donors in the private sector and the UNU Headquarters;
- Budget, administer and monitor UNU contracts and coordinate monthly payroll;
- Review employee travel documents for adherence to UN Rules and Regulations;
- Supervise petty cash process;
- Support team members of UNU-ISP SCYLCE on administrative matters;
- Support research and other activities through organizing, monitoring, evaluating outcomes and dissemination of research outcomes related to Global Change and Sustainability programmes;
- Assist in fund raising, including project proposal development, contracting and maintaining a dialogue with potential donors and other work related to fund-raising;
- Assist in the organization of conferences and meetings, as required;
- Perform other duties as may be assigned by supervisors.

Required Qualifications and Experience:

- A degree in Business Administration, Finance or a related field;
- At least (4) years of progressively responsible professional experience in financial accounting and project management, preferably in an international environment;
- Previous experience in submitting financial reports to the European Union, governments and similar international entities would be a requirement;
- Proficiency in the use of MS Office applications, particularly an advanced level in MS Excel;
- Experience in using PeopleSoft Enterprise Resource Planning (ERP) Financials system or another ERP system is highly desirable;
- Strong ability to establish priorities, work within tight timelines and multi-task;
- Able to work independently under minimal supervision with high level of resilience;
- Good team player with strong interpersonal skills demonstrated by the ability to work well in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Fluency in both oral and written English and good knowledge in German is essential. Knowledge of other United Nations official languages would be an asset.
Remuneration:

Remuneration will commensurate with qualifications and experience.

Duration of Contract:

This is a full-time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU-ISP with the possibility for renewal subject to requirements and satisfactory work performance.

This is a locally recruited post; no relocation expenses or allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor be a "staff member" as defined in the United Nations Staff Rules and Regulations. UNU does not sponsor a working visa for this position.

Applications from suitably qualified women candidates are particularly encouraged.

Starting Date:

It is expected that the successful candidate will take up the position on 2 January 2013, subject to negotiation.

The appointee will be required to spend at least one (1) week at the UNU Centre, Finance Services, in Kuala Lumpur, Malaysia, for training at the commencement of the appointment, and is expected to undertake occasional missions during the course of the assignment.

Application Procedure:

Interested applicants should submit their applications by e-mail (to isp.scycle.apa@unu.edu), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at http://unu.edu/about/hr. Please avoid using similar forms provided by other United Nations organizations;
- full contact information of three (3) referees; and