



**UNITED NATIONS  
UNIVERSITY**

**LOCAL RECRUITMENT  
Kuala Lumpur, Malaysia**

**VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE ASSISTANT  
(Personnel Service Agreement - PSA)**

- Organizational Unit** : United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
- Reference Number** : 2014/UNU/FLORES/PSA/AA/53
- Applications to** : [adminasst@unu.edu](mailto:adminasst@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 Integrated Management of Material Fluxes and of Resources (UNU-FLORES):**

The mission of UNU-FLORES is to advance a nexus approach on sustainable management of environmental resources: water, soil and waste. UNU-FLORES acts as a think tank of UNU through policy relevant research, education and capacity development to support the UN system and its member states. Potential issues of focus include: urban water management, nutrient cycles and budgets, methods for reclamation and rehabilitation of degraded sites, site-specific river-basin scale water management; interaction of land use management and water inventory under differing climate conditions, efficient site-adapted waste management strategies, among others.

The Dresden-based institute consists of five academic units: Capacity Development and Governance unit, Systems and Flux Analysis unit, Water Resources Management unit, Soil and Land-use Management unit and Waste Management unit. The institute also has a highly efficient supporting team including Finance and Administration, Communications and Advocacy as well as Computing and ICT services. The Institute develops innovative concepts for target- and region-specific knowledge transfer as well as appropriate methodologies and approaches for postgraduate and professional education including a Doctoral programme jointly with TU Dresden. The institute is also going to open its first Operating Unit in Maputo, Mozambique. For more information please visit <http://flores.unu.edu>

We are looking for an outstanding individual with strong commitment to customer service and the potential to bring a significant contribution to the worldwide expansion of UN University's operations.

The Administrative Assistant provides support and consistent service delivery for travel, procurement, budget, finance, HR services, contract administration and other administrative activities for UNU-FLORES. The incumbent will work in close collaboration with administrative and project staff in UNU-FLORES and UNU-Centre. This position is based in Kuala Lumpur, Malaysia.

### **Responsibilities:**

Working under the guidance and supervision of the UNU-FLORES Finance and Administrative Officer, the main duties and responsibilities of the Administrative Assistant include the following:

#### Travel & Procurement

- Maintains vendor information
- Prepares and follows-up on requisitions and POs for goods and services, including travel
- Supports organization of procurement processes including preparation of solicitation/bidding documents, receipt of quotations, bids or proposals, their preliminary evaluation

#### Budget & Finance

- Provides timely and accurate processing of payment requests and vouchers
- Assists with month-end accounts reconciliation processes
- Assists with preparation of financial reports
- Keeps track of expenditures, compares with approved budget and alerts the supervisor of any significant variances
- Assists with the preparation of budget and statistical data

#### HR Services & Contract Administration

- Assists in HR services such as preparation of vacancy announcement, compilations of matrixes, organizing interview panels
- Prepares contractual agreements with individual consultants and institutional organizations
- Compares contractors' delivery based on agreed outputs and obligations as per service agreements/contracts and follows-up on payments

#### General Administration

- Maintains a proper filing system for supporting documents for all transactions
- Performs any other duties as may be assigned or required

### **Required Qualifications and Experience:**

- Minimum of high school certificate or post-high school diploma in accounting, finance, human resources, procurement and other relevant field;
- At least four (4) years of progressively responsible experience in a related area for candidates with a high school diploma. Candidates with a minimum of bachelor's degree without prior working experience may be considered;
- Good knowledge of Microsoft Office and strong Excel spreadsheet skills. Experience in data-entry of an ERP systems would be an asset;
- Fluency in both oral and written English is required; knowledge of German would be an asset but not a requirement;
- Result-oriented, self-motivated and "hands-on" with the ability to prioritize work and multi-task;
- Proven interpersonal and communication skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Remuneration:**

Remuneration will commensurate with qualifications, experience and level of responsibilities within the Administration.

**Duration of Contract:**

This is a full time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to requirements and satisfactory work performance, with the combined duration of appointments not exceeding six (6) years.

This is a locally recruited PSA position and no relocation allowance applies. 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:**

As soon as possible

**Application Procedure:**

Interested applicants should submit their applications, preferably by email (to [adminasst@unu.edu](mailto:adminasst@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;
- a full contact information of three (3) referees; and
- an indication of the reference number of the vacancy announcement (2014/UNU/FLORES/ PSA/AA/53).