



**UNITED NATIONS
UNIVERSITY**

Duty station: Guimarães, Portugal

VACANCY ANNOUNCEMENT

Project Officer (Personnel Service Agreement)

Organisational Unit	: United Nations University Operating Unit on Policy-Driven Electronic Governance
Reference Number	: 2021/UNU/EGOV/PSA/PO/41
Applications to	: egov-recruitment@unu.edu
Closing Date	: 6 May 2021

United Nations University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.

UNU-EGOV

The central purpose of the United Nations University Operating Unit on Policy-Driven Electronic Governance (UNU-EGOV) is to support the Member States of the United Nations in transforming the mechanisms of governance and building effective governance capabilities through strategic applications of Information and Communication Technologies (ICT) to contribute to sustainable development, social inclusion and active citizenship.

In fulfillment of its purpose UNU-EGOV:

- carries out policy-relevant research;
- translates research findings into relevant policy instruments;
- builds capacity in localizing and applying such instruments within and among governments, the UN system, academic and other relevant organizations;
- builds and maintains research and policy networks to share the lessons learnt, foster mutual learning, and bridge research and policy worlds; and
- monitors, evaluates and disseminates the latest developments in the area.

For more information please visit <http://egov.unu.edu>.

Responsibilities

Under the overall supervision of the head of UNU-EGOV, the responsibilities of the successful candidate will be as follows:

- Contribute to the broadening of the UNU-EGOV projects portfolio, namely to understand relevant and impactful initiatives worldwide in the electronic governance field and identify opportunities for fundraising;
- Liaison with internal and external relevant stakeholders to promote close collaboration with governments, the United Nations system, universities, research centers and other relevant organizations and potential donors;
- Coordinating the project proposal process, guidelines, vision, and financial outline;
- Develop technical proposals in digital transformation and sustainable development and mediate the research team to guarantee competitive submissions;
- Support contract negotiation, project planning, monitoring and evaluation;
- Developing and reviewing project deliverables;
- Organizing and facilitating international expert group meetings;
- Contributing to outreach activities and further development of UNU-EGOV;
- Other projects/duties as assigned by the supervisor.

Required qualifications and experience:

- Completed Phd degree in Informatics, Information Systems, Public Administration, Public Policy, Development Management, Economics, Communication Sciences, Sociology, Law or a related discipline;
- Minimum five years of experience dealing with digital transformation of the public sector at the national and/or international level;
- Demonstrated experience in projects funded by Intergovernmental Organisations (IGO) in different geographies, including at least one project in Africa;
- Excellent spoken and written English.

Competencies:

- Strong ability to establish priorities, and work to tight timelines within a fast-paced environment;
- Good creative thinking skills;
- Ability to work in a team and result-orientation;
- Excellent organizational and communication skills;
- Ability to work in multi-cultural and multi-ethnic environment;
- Dedication to the core UN values – integrity, professionalism and respect for diversity.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organization.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

Remuneration:

This is an employment under a Personnel Service Agreement contract (PSA). This is a senior level position in electronic governance affairs with scope for growth and additional responsibility. Starting remuneration will commensurate with previous experience and expertise.

This position carries an annual leave entitlement of 2.5 working days per month (a total of 30 days of paid annual leave), and private health insurance coverage.

Duration of Contract:

This is a full-time position on a one (1) year Personnel Service Agreement (PSA) contract with UNU-EGOV with the possibility for renewal subject to excellent performance. The successful candidate will be based in Guimarães, Portugal and will not hold international civil servant status as defined in the United Nations Staff Rules and Regulations.

Starting Date: As soon as possible

Application Procedure:

Interested applicants should submit their applications (in English) by email to egov-recruitment@unu.edu indicating the reference number of the vacancy announcement (2021/UNU/EGOV/PSA/PO/41) and must include the following:

1. Completed and signed [UNU Personal History \(P.11\)](#) form downloadable from the [UNU website](#).
2. Cover letter detailing how your qualifications and experience match the requirements of the position and the specific contributions you can make to the UNU-EGOV.