VACANCY ANNOUNCEMENT

Programme Associate
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University - Institute for Environment and Human Security (UNU-EHS)

Duty station : Bonn, Germany

Reference Number : 2019/UNU/EHS/GLOMOS/PSA/PA/94

Applications to : hrbonn@vie.unu.edu

Closing Date : 24 January 2020, midnight CET

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 furtherance of 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.

UNU Institute for Environment and Human Security (UNU-EHS)

UNU-EHS, established in December 2003, is part of the UNU system, a worldwide network of research and training Institutes. Its mission is to advance human security through knowledge-based approaches to reducing vulnerability and environmental risks. For more information, please visit www.ehs.unu.edu.

Eurac Research is located in the hearts of the Alps in the multilingual region of South Tyrol, Italy. Eurac has been established as a private, non-profit, interdisciplinary research center in Bolzano in 1992. With 11 institutes, Eurac Research provides expertise and develops practical solutions in the fields of environment, migration, minority rights, medicine, energy, and innovative technologies. Eurac contributes to healthy societies, fosters the development particularly of mountain regions as well as the livelihood of their communities, and supports the management of social, cultural and ecological diversity.

UNU-EHS and Eurac Research have recently initiated a new joint research programme. The GLOBAL MOUNTAIN SAFEGUARD RESEARCH (GLOMOS) programme combines the scientific profiles and capacities of both institutions involved and envisions the enhancement of disaster risk
reduction (DRR), climate change adaptation (CCA), emergency response preparedness (ERP), and sustainable development in global mountain regions. GLOMOS seeks to increase the resilience of mountain communities towards natural and man-made hazards and disaster risks, to protect the wealth of biological and cultural diversity, and to support the sustainable development of these highly sensitive social-ecological systems. The GLOMOS mission is to turn science into action by strengthening solution-oriented and innovative management of disaster risks in mountains through an integrative approach fostering transdisciplinary research and technology transfer. The GLOMOS programme bridges between science and global conventions: the Sendai Framework for Disaster Risk Reduction (SFDRR), the Paris Climate Agreement, the New Urban Agenda, and the Sustainable Development Goals.

Responsibilities

Under the authority of the Director of UNU-EHS and the supervision of Head of the GLOMOS Bonn office, the successful candidate will be entrusted with predominantly academic/scientific tasks, including some administrative activities as following:

- Develop and design research questions and scientific projects with the GLOMOS team;
- Documentation and information management of scientific GLOMOS activities;
- Support to ongoing scientific project activities;
- Support to the communication and dissemination of GLOMOS activities and project results including the provision of web-content;
- Support to planning, organization and documentation of GLOMOS events, conferences, and strategic meetings;
- Support the establishment, maintenance and documentation of networks and relationships with other international actors and institutions active in the area of mountain research;
- Contributing to fund-raising activities for the GLOMOS programme;
- Support to the implementation and administration of an academic PhD programme related to the research agenda of the GLOMOS programme;
- Support the administration and financial operations of GLOMOS 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;
- Assist in monitoring financial and project budgetary status of projects and provide officers responsible with information as required;
- Support the preparation of financial reports in accordance with the terms and conditions of donor contracts;
- Support mission travel, input and process travel requests in close collaboration with the GLOMOS office in Bolzano and the finance and administration unit at UNU-EHS.

Required qualifications and experience include:

- Master degree or its equivalent in a scientific discipline relevant for the thematic areas of GLOMOS, preferably in the area of natural sciences;
• At least 2 (two) years of professional experience related to project/programme support or implementation, preferably in an international and multi-cultural environment;
• Good communication and writing skills with respect to scientific as well as non-scientific texts;
• Experience in research and scientific project management preferably in an international and multi-cultural environment is desirable;
• Familiarity with mountain environments and with existing international mountain research networks and related scientific institutions would be an asset;
• Knowledge and experience of processes and procedures of United Nations agencies or international organizations would be an asset;
• Experience in the planning, organization and documentation of events, conferences, and strategic meetings would be an asset;
• Interest to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
• Fluency in English is required; fluency in German is highly desirable; knowledge in any additional language, especially French, Spanish, or Russian, is an asset.

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
Remuneration will commensurate with qualifications and experience.

Duration of contract
This is a negotiable 75% to full-time (30 to 40hrs/week) employment on a one (1) year Personnel Service Agreement (PSA) contract with the possibility of renewal subject to satisfactory work performance and availability of funds, with the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post and no relocation allowances apply. The duty station for this position is Bonn, Germany. The successful candidate will be employed under a local contract and will not hold international civil servant status nor is he/she a "staff member" as defined in the United Nations Staff Rules and Regulations.

Starting date
As soon as possible
Application Procedure:
Interested applicants should submit their applications by e-mail (to hrbonn@vie.unu.edu), and must include the following:

- a cover letter setting out how your qualifications and experience match the requirements of the position
- a curriculum vitae and a completed and signed UNU Personal History (P.11) form; please avoid using similar forms provided by other United Nations organizations
- an indication of the reference number of the vacancy announcement (2019/UNU/EHS/GLOMOS/PSA/PA/94)