Duty Station: Dresden, Germany

VACANCY ANNOUNCEMENT

Assistant to the Partnerships and Liaison Officer
(Personal Service Agreement – PSA)
(Part Time 20 hours)

Organisational Unit: United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)

Reference Number: 2020/UNU/FLORES/PSA/APLO/09

Applications to: hrflores@unu.edu

Closing Date: 26th February 2020

About 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. For more information, please visit http://unu.edu.

United Nations University for Integrated Management of Material Fluxes and of Resources (UNU-FLORES):

The mission of UNU-FLORES is to contribute, through research, capacity development and dissemination of knowledge, to the resolution of pressing challenges in the area of sustainable use and integrated management of environmental resources (water, soil and waste), particularly in developing and transitional countries. It aims to serve within the UN as the think-tank on resources management and be internationally recognized as major hub and intellectual focal point promoting integrated management strategies addressing in particular the needs of developing and emerging countries. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit http://flores.unu.edu.
Responsibilities

Under the authority of the Director of UNU-FLORES, and the direct supervision of the Partnerships and Liaison Officer (P&L Officer), the successful candidate will be responsible for the following tasks:

- Perform administrative tasks related to the P&L Officer’s activities such as minute taking, email and document preparation, coordination of attendees, and preparing required meeting content;
- Support with data entry to maintain the partnerships database;
- Support in the preparation of documents and processes to build a knowledge hub and draft guidelines for knowledge management;
- Take ownership in managing the relevant section of the shared drive;
- Contribute to the mapping and identification of potential partners and provide background research to aid in the building of partnerships for UNU-FLORES;
- Support in the preparation of strategic events;
- Support in reviewing research proposal applications;
- Perform other tasks as assigned by the supervisor and the Director.

Required Qualifications and Experience:

- A Master’s degree in one or more of the following disciplines: natural, political, and social sciences, economy, international studies, communications with one-year post-graduate experience or a Bachelor’s degree with a minimum of three years post graduate experience;
- Strong planning and organisation skills, time management skills, with the ability to communicate clearly and efficiently;
- Proficiency in both oral and written communication in English and German;
- Must be flexible with the ability to establish priorities and work within prescribed timelines;
- Must have the ability to work independently and report work activities in a timely and proactive manner;
- Good team player with strong interpersonal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Desirable Qualifications and Experience:

- Prior research experience would be highly desirable;
- Knowledge of additional languages is desirable;
- Proficiency in Microsoft Office applications, knowledge of database languages would be an asset;
- Project management experience especially with multi stakeholder projects, or advanced training in project management would be 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 organisation.

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 Personnel Service Agreement contract (PSA). This is a junior level position supporting with the Partnership and Liaison Officer’s activities, with scope for growth and additional responsibility. Remuneration will be commensurate with the qualification and experience of the successful candidate.
This position carries an annual leave entitlement of 1.25 working days per month (a total of 15 days of paid annual leave per year), and private health insurance coverage.

**Duration of Contract:**

This position is being offered as a part time (20 hours per week) employment for a one (1) year Personnel Service Agreement (PSA) contract with UNU-FLORES, with the possibility for renewal subject to fund availability and satisfactory work performance. The combined duration of appointment shall not exceed six (6) years.

The successful candidate will be employed under a personnel service agreement based in Dresden, Germany and will not hold international civil servant status nor be 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 email to hrflores@unu.edu

Applications must include the following:

1. A cover letter;
2. A curriculum vitae;
3. A completed and signed [UNU Personal History (P.11) form](https://unuwebsite.com) downloadable from [UNU website](https://unuwebsite.com). Please avoid using similar forms provided by other United Nations organisations
4. Please insert the following reference number in the subject 2020/UNU/FLORES/PSA/APLO/09

Please note only shortlisted candidates will be contacted.

As part of the recruitment process candidates may be asked to complete written tests and demonstrate language skills.