Duty Station: Dresden, Germany

VACANCY ANNOUNCEMENT

Student Assistant (Dresden Nexus Conference)  
(Consultant Contract)

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

Reference Number: 2020/UNU/FLORES/CTC/SA/DNC/29

Applications to: hrflores@unu.edu

Closing Date: 30th March 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.

The Dresden Nexus Conference:

The third edition of the Dresden Nexus Conference (DNC2020) will take place 3–5 June 2020 in the heart of Saxony. DNC is a one-of-a-kind event, bringing together actors from academia, civil society, industry, and government from all over the world to discuss the sustainable management of environmental resources.
Responsibilities

Under the authority of the Director of UNU-FLORES, and the direct supervision of the Dresden Nexus Conference (DNC) Coordinator, the successful candidate will contribute to the DNC 2020 and other events by supporting in the following tasks:

- Assist with administrative and logistical activities related to the organisation of the DNC;
- Assist with the management of participants;
- Support with the development and execution of the scientific and social programme, including but not limited to supporting coordination and management of programme stakeholders, the timely collection of their inputs, and other related tasks;
- Assist in maintaining content on the DNC website;
- Support with the drafting and editing of communication materials related to the DNC;
- Maintain a record of events and activities for reporting purposes;
- Support the preparation of documents for internal/external upcoming DNC meetings and events;
- Manage independent projects based on the activities and needs of the conference organisers;
- Support with post-conference management including follow-up with participants, and the post-event analysis of data for the production of an internal summary report and debrief paper;
- Perform other tasks as assigned by the supervisor and the Director.

Required Qualifications and Experience:

- Currently enrolled and in the final year of a bachelor’s degree, or enrolled in a master’s degree or equivalent in one of the following fields: Communication Sciences, Social Sciences, Journalism, Public Relations, International Relations, Environmental Sciences, Political Sciences, or a related field;
- Be results orientated with strong planning and organisation skills, time management skills, with the ability to communicate clearly and efficiently;
- Strong knowledge and experience working with Microsoft Office suite (Word, Excel, PowerPoint);
- Proficiency in both oral and written communication in English;
- Must be flexible with the ability to establish priorities and work within prescribed timelines;
- 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:

- Experience with event management is highly desirable;
- Proficiency in German is highly desirable;
- Knowledge of additional languages would be advantageous;

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:

The remuneration for this assignment is 10.00 euro per hour.
Duration of Contract:

This position is being offered as a part time (10-20 hours per week) employment for a duration of 3-4 months. The successful candidate must be available during the DNC2020 which is calendar week 23 which is 01-05 June 2020.

The successful candidate will be employed under a consultant CTC contract 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 downloadable from UNU website. Please avoid using similar forms provided by other United Nations organisations
4. Please insert the following reference number in the subject 2020/UNU/FLORES/CTC/SA/DNC/29

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.