



**UNITED NATIONS  
UNIVERSITY**

**Duty Station: Dresden, Germany**

**VACANCY ANNOUNCEMENT**

**Sustainability Control and Protocol Associate  
(Personal Service Agreement – PSA)  
(Full Time)**

- Organisational Unit** : United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
- Reference Number** : 2020/UNU/FLORES/PSA/SCPA/47
- Applications to** : [hrflores@unu.edu](mailto:hrflores@unu.edu)
- Closing Date** : 19<sup>th</sup> July 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 recognised as a 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>.

**Job Purpose:**

The Sustainability Control and Protocol Associate will work in close collaboration with the Strategic Communications and Protocol Associate to support the Director of UNU-FLORES in the Executive Office. Your role will be to support the Director in all activities that will manage the intersection of sustainability

and business. You will help to shape the management control for sustainability and help to develop frameworks and control systems to integrate sustainability into the Institute's strategic plan.

### **Responsibilities**

Under the authority and direct supervision of the Director of UNU-FLORES, the successful candidate will be responsible for the following tasks:

#### **Support for the Substantive Work of the Director:**

- Support the Director in a research capacity;
- Prepare presentations, meeting related documentation and reports for the Director;
- Draft speeches and presentations in English and German language, including scientific content;
- Support the Executive Office perform research concerning the Director's activities;
- Support with setting the Director's strategic priorities, helping to identify where the Director should direct their focus and identify metrics for success. Regularly review and evaluate progress;

#### **Support for the Executive Office:**

- Take ownership for meeting preparation and follow up: schedule meetings, and review upcoming meetings, prepare, and distribute required agendas, and provide the necessary documentation; independently follow-up on tasks from and for the Director.
- Strategically manage the schedule of the Director: establish and arrange internal, local, and external German-speaking appointments, closely coordinate the Director's calendar by evaluating opportunities and determining priorities, greet and guide visitors, place outbound calls, and screen incoming calls and queries;
- Provide secretarial, administrative, and logistical assistance to the Director: minute taking, email box management, preparation of presentations, documentation and report, coordination of attendees, arrange meetings including meeting content
- Facilitate the timely flow of documents, communications, and messages within the Institute;
- Provide coordination and logistical support for high-level and German meetings of the Director, support the Executive Office where necessary;
- Support with the planning and execution of the Director's travels;
- Compile and summarise background materials for use in the preparation of German reports, briefs, speeches;
- Maintain files, records and archives of all relevant correspondence, policies, management files, reports, and guidelines in the shared drive;
- Provide support to the Strategic Communications and Protocol Associate where required;

#### **For professional operations, we expect:**

- Proofread and edit German Language texts for accuracy, grammar, punctuation and style, and for adherence to established standard formats;
- Independently maintain, file, and archive policy documents, general management files, all correspondences, files of rules, regulations, administrative instructions, and standard procedures;
- Contribute to the streamlining of the Institute shared drive;
- Perform other tasks as assigned by the Director.

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

- A Master's degree in one or more of the following disciplines: Business, Administration, Management, or a related field. A first-level degree in combination with an additional two years of qualifying work experience may be accepted in lieu of a Master's degree.

- A minimum of five years of progressively responsible experience in general office support, administration, or related areas;
- Strong planning and organisation skills, time management skills, with the ability to communicate clearly and efficiently;
- Demonstrates professional confidence and shows persistence when facing difficult problems or challenges;
- Ability to perform a broad range of administrative functions and can apply knowledge of a variety of UNU rules and regulations in work situations;
- Proficiency in both oral and written communication in English and German is essential;
- Must be proficient using Microsoft Office applications;
- 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;
- Must be a 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 working with senior managers would be highly desirable;
- Prior experience working within a University setting or with Professors would be highly desirable;
- Experience in protocol matters;
- A business/research background would be highly advantageous;
- Those returning to work are encouraged to apply;
- Knowledge of additional languages is desirable;
- Experience using additional office tools such as MailChimp 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 employment is offered under a Personnel Service Agreement contract (PSA). Remuneration will be commensurate with the qualification and experience of the successful candidate. This position carries an annual leave entitlement of 2.5 working days per month (a total of 30 days of paid annual leave per year), and private health insurance coverage.

#### **Duration of Contract:**

This position is being offered 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](mailto: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 the [UNU website](#). Please avoid using similar forms provided by other United Nations organisations;
4. A copy of any education certificates, as listed in section 20.A of the P.11 form;
5. Please insert the following reference number in the subject 2020/UNU/FLORES/PSA/SCPA/47

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.