LOCAL RECRUITMENT  
Kuala Lumpur, Malaysia  

VACANCY ANNOUNCEMENT  
OPERATIONS AND PROGRAMME ASSISTANT II (GS-4)  

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<th>Organizational Unit</th>
<th>United Nations University International Institute for Global Health (UNU-IIGH)</th>
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<td><a href="mailto:iighrecruit@unu.edu">iighrecruit@unu.edu</a></td>
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About UN 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 SDGs, 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](http://unu.edu).

United Nations University International Institute for Global Health (UNU-IIGH):  
UNU-IIGH is one of 13 research and training Institutes that comprise the think tanks in the UNU system. UNU-IIGH was established in 2005 with the mission to advance evidence-based policy on key issues related to sustainable development and global health. UNU-IIGH aims to build knowledge and capacity for decision making by UN agencies, UN programmes and Member states towards the achievement of the Sustainable Development Goals.  
UNU-IIGH is hosted in Malaysia, thanks to an endowment by the Malaysia Government. The status of UNU-IIGH in Malaysia is as a resident UN agency. However, its mandate is global, with a focus on global health priorities linked to sustainable development in lower- and middle-income countries.  
As a neutral convener, and leveraging its position within the UN, UNU-IIGH works with a network of academic, policy, and civil society experts to serve as a platform for critical thinking and exchange of knowledge and tools for policy influence and capacity building.  
We are looking for outstanding individuals with a strong commitment to high quality performance and service. For more information please visit [http://iigh.unu.edu](http://iigh.unu.edu)
Responsibilities:

Under the supervision of the Operations Manager, the successful candidate will be required to:

- Provide administrative support to UNU-IIGH focusing on the following activities:
  - Provide coordination and logistic support for regular meetings, group meetings, conferences, workshops, seminars
  - Maintaining and updating the Institute’s contacts database of Government Ministries, International Organisations, Embassies, NGOs and other UNU-IIGH stakeholders
  - Maintaining and updating UNU-IIGH staff contacts, such as telephone directory ensuring information is accurate at all times
  - Managing the Info-IIGH inbox and responding to queries
  - Performs a variety of administrative duties such as inventory checks, acquisition of office supplies and equipment orders
  - Supports the printing and copying of resources for UNU-IIGH
  - Support on matters related to building management including maintenance of office equipment and liaising with cleaning and security services
  - Assist in procurement including creating requisitions and preparing payment vouchers for administrative/building purposes
  - Assist in the registration and maintenance of the vendor database
  - Assist in tracking project resources for reporting
  - Coordinates shipment arrangements of dispatch services for documents and parcels by courier or POSLAJU services

- Support knowledge building and knowledge sharing within UNU-IIGH and externally by:
  - Updating the publication records and outputs of all UNU-IIGH staff and associates, including books, book chapter(s), report(s), conference proceedings, journal articles, conference publication(s), thesis and serial publications that are written by the Director, Research Fellows, Visiting Research Fellows, Post-Doctoral Fellows, PhD Fellows and interns in the UNU online repository: “UNU Collections”
  - Updating and maintaining large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary
  - Make arrangements for book purchases as required by the Institute Director, Research Fellows, Post-Doctoral Fellows and students from authorised suppliers or dealers

- Perform any other duties as may be required.

Minimum Qualifications and Experience:

- A Bachelor’s Degree or higher in the fields of either Social Sciences, Administration, Accounting, or Finance;
- At least two (2) years of relevant working experience in program support/administrative work, preferably in an international environment. Experience in academic/research institution, United Nations agency or non-profit organization is desirable;
- Knowledge of United Nations administrative processes and procedures is desirable;
- High level of computer literacy including MS Office Software and Project Management Software. Knowledge in an Enterprise Resource Planning (ERP) system such as ATLAS or any web-based management system is an asset;
- Fluency in both oral and written English is required. Good knowledge of Bahasa Malaysia and any other United Nations official languages is an asset;
• A self-starter who is able to initiate and innovate under minimal supervision with high level of resilience;
• Results-oriented and self-motivated, with the ability to prioritize work and multi-task;
• Good team player with strong inter-personal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:
Remuneration will be commensurate with qualifications and experience in accordance with UNU guidance for appointments at the GS-4 level of the General Services Staff salary scale for the Malaysia duty station in the United Nations Common System salary scale. Remuneration also includes benefits accorded in the salary agreements. For more information, please visit https://www.un.org/Depts/OHRM/salaries_allowances/salaries/malaysia.htm

This is a locally recruited position and only Malaysian nationals are eligible to apply. The Rector reserves the right to appoint a candidate at a level below the advertised post.

Duration of Contract:
This is a full-time position. The initial appointment will be for a period of one year with the possibility of renewal on a rolling fixed-term appointment basis, subject to requirement and satisfactory work performance. The mandatory age of retirement for United Nations staff is 65 years.

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.

Applications from women are strongly encouraged.

Starting Date: As soon as possible

Application Procedure:
Interested applicants should submit their applications, preferably by email to following the instructions below.

Only short-listed candidates will be contacted; unsuccessful applications can neither be acknowledged nor returned.

Email to iighrecruit@unu.edu and must include the following:
1. a cover letter setting out:
   o the motivations for applying for the post, and
   o how the candidate’s qualifications and experience match the requirements of the position;
2. a completed and signed UNU Personal History (P.11) form downloadable from UNU website. Please avoid using similar forms provided by other United Nations organizations;
3. full contact information of three referees

All documents must include the reference number of the vacancy announcement 2020/UNU/IIGH/FTA/PA/00046467.

You may also refer to the following websites when you are compiling your application:
https://www.humanrightscareers.com/magazine/how-to-prepare-properly-for-a-competency-based-interview-at-the-un/

Please note, incomplete submissions will result in your application being rejected.