



UNITED NATIONS  
UNIVERSITY

Bonn, Germany

## VACANCY ANNOUNCEMENT

### Assistant to the Executive Office (Personnel Service Agreement - PSA)

<b>Organizational Unit</b>	:	United Nations University – Vice Rectorate in Europe (UNU-ViE)
<b>Reference Number</b>	:	2020/UNU/ViE/PSA/AEO/58
<b>Applications to</b>	:	<a href="mailto:hrbonn@vie.unu.edu">hrbonn@vie.unu.edu</a>
<b>Closing Date</b>	:	<b>25 August 2020</b>

#### **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 furthering 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. For more information, please visit <http://unu.edu>.

#### **The United Nations University Vice-Rectorate in Europe (UNU-ViE):**

UNU-ViE, established in 2007, is one of two Vice-Rectorates and the only one located outside Japan. UNU-ViE seeks to strengthen the presence of UNU in Europe and supports the worldwide institutional development of UNU by facilitating collaboration across UNU and the UN and sharing knowledge and expertise through the development of joint activities and projects. In addition to its core mandate, it administers the central units providing service to both UNU-ViE and UNU-EHS. For more information, please visit: [www.vie.unu.edu](http://www.vie.unu.edu)

#### **United Nations University 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 carry out cutting edge research on risks and adaptation related to environmental hazards and global change. The Institute's research promotes policies and programmes to reduce these risks, while taking into account the interplay between environmental and societal factors. For more information, please visit: [www.ehs.unu.edu](http://www.ehs.unu.edu).

#### **Responsibilities:**

Under the authority of the Vice-Rector in Europe and the Director of UNU-EHS and the supervision of the Senior Executive Associate, the responsibilities of the successful candidate will be, but are not limited to:

- Providing assistance by screening telephone calls/enquiries/requests and routing them when appropriate;

- Managing the agenda of the Vice-Rector/Director and scheduling internal and external appointments;
- Welcoming and looking after visitors of the Vice-Rector/Director; in this regard liaising with UN Security;
- General office administration and documentation support, maintaining institutional archives;
- Correspondence/reports in English/German and other UN languages;
- Coordinating and arranging travel and accommodation based on UN Rules;
- Assisting in the organization of major academic and administrative events;
- Liaising as a communication channel with different constituents of UNU in Bonn and on an international scale;
- Preparing presentations, handouts, and statistics;
- Managing the conference rooms and attending to participant requests;
- Other projects/duties as assigned.

**Required Qualifications and Experience:**

- First degree (Bachelor's degree or equivalent) in a relevant field, e.g. International Management/Business Assistant, Business Communication, International Relations, European Secretarial Studies, or Office Management. A secondary education diploma in combination with one additional year of qualifying experience may be accepted in lieu of a university degree.
- At least two (2) years' experience of office/secretarial/administrative support in an international working environment. Candidates with secondary education would require at least 3 years of experience;
- Previous experience in working in a multi-ethnic environment; sensitivity and respect for diversity;
- Excellent command of English and German, both oral and written; other UN languages, would be an asset;
- Very good knowledge of Microsoft tools: Word, Excel, PowerPoint, Access;
- Strong ability to establish priorities, work within tight timelines and multi-task;
- Excellent communication and organization skills;
- Professionalism, with the ability to work under minimal supervision with a high level of resilience;
- Team player with strong interpersonal skills.

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 be commensurate with qualifications and experience.

**Duration of Contract:**

This is a full-time employment on a one-(1) year Personnel Service Agreement (PSA) contract with the possibility of renewal subject to requirements and satisfactory work performance, with the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post and no relocation allowances apply. 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](mailto:hrbonn@vie.unu.edu)), and must include the following:

- A cover letter setting out how their qualifications and experience match the requirements of the position;
- A curriculum vitae and 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 organizations;
- An indication of the reference number of the vacancy announcement 2020/UNU/ViE/PSA/AEO/58.