



**UNITED NATIONS  
UNIVERSITY**

**INTERNATIONAL RECRUITMENT  
Duty Station: Bonn, Germany**

**VACANCY ANNOUNCEMENT  
(Re-advertised)  
Grants Officer  
(P-2)**

**Organizational Unit** : United Nations University – Vice-Rectorate in Europe (UNU-ViE)  
**Reference Number** : 2020/UNU/ViE/FTA/GO/00161436  
**Closing Date** : **07 February 2021**

**United Nations University Objectives:**

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development, and the 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: <http://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: <http://ehs.unu.edu/>.

**Responsibilities:**

Under the authority and supervision of the Vice-Rector in Europe, and in close cooperation with the Academic Officers and the Finance and Administrative Officer, the responsibilities of the successful candidate will be, but are not limited to:

- Supporting the Vice-Rector in Europe with donor relations and identifying international donors to diversify funding sources;

- Mapping grants and funding opportunities in the European grant landscape, and particularly research funding opportunities in Germany;
- Disseminating information on funding opportunities and funding streams internally within UNU-EHS as well as to other UNU institutes, where relevant;
- Providing technical and administrative assistance to the respective research teams in the development of corresponding proposals;
- Supporting project consortium development and compiling grant proposals, in cooperation with the respective research teams;
- Liaising with internal and external relevant stakeholders to ensure the delivery of high quality funding submissions;
- Monitoring outstanding grant proposals, following-up with funding agencies as necessary;
- Preparing grant award requests, draft grant agreements and subsequent amendments, using the approved templates and ensuring that all agreements and amendments are in line with UNU's legal and financial rules and regulations, liaising with UNU's Senior Legal Officer as necessary;
- Ensuring compliance with, and internal dissemination of, donor agency programmatic policies, guidelines, rules and regulations during the project implementation phase;
- Maintaining a database/archive of all grant-related information, including potential donors and donor requirements, as well as resource materials;
- Other projects/duties as assigned by the Vice-Rector in Europe.

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

- Master's degree or equivalent in Administration, Development Studies, Economics, Project Management, Geography, Environmental Science, or other related field to the post and working area of UNU Bonn. PhD degree would be an asset;
- At least four (4) years of progressively relevant work experience at national and international levels in grant procurement, grant administration and project management;
- Proven experience in international fundraising, for example, at the European Commission and in Germany;
- Proven experience with grant procurement and management procedures, including writing grant proposals and reports to both government, non-governmental and private funding sources;
- Experience researching and identifying funding sources and requirements, as well as interpreting requests for proposals and funding guidelines;
- Prior experience in managing and coordinating multi-stakeholder projects is essential;
- Experience developing budgets;
- Excellent command of English and German, both oral and written: knowledge of another official UN language would be an asset;
- Strong ability to establish priorities, and work to tight timelines within a fast-paced environment;
- Ability to manage a complex and varied workload and work under pressure;
- Professionalism, with the ability to work under minimal supervision with a high level of resilience;
- Ability to communicate clearly and efficiently with high-level stakeholders;
- Excellent organization skills;
- Proven skills to work in interdisciplinary teams and to generate innovative and practical solutions to challenging situations;
- 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;
- Very good knowledge of Microsoft tools: Word, Excel, PowerPoint.

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:**

We offer a competitive net salary (tax-exempted) at P-2 level commensurate to the level of experience and allowances including post adjustment. Post adjustment is subject to change.

The post carries the standard set of United Nations benefits and entitlements for international positions in the UN Common System, including participation in the United Nations Joint Staff Pension Fund, the possibility of participation in a health insurance programme, education grant, removal expenses and home leave.

For more information about United Nations salary and entitlement/benefits, please visit;  
[http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm).

UNU Rector reserves the right to appoint a suitable candidate at a lower level than advertised.

**Duration of Contract:**

This is a full time fixed-term appointment and an internationally recruited post. The initial appointment will be for a period of one (1) year with the possibility of renewal on a rolling fixed-term appointment basis, subject to satisfactory work performance and institutional requirements. The mandatory age of retirement for United Nations staff is 65 years old.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

**Starting Date:** as soon as possible

**Application Procedure:**

Interested applicants should submit their application online through [Impactpool](#) and upload the following documents there:

- A cover letter setting out how their qualifications and experience match the requirements of the position;
- A curriculum vitae;
- Full contact information of three referees; and the application must also indicate the reference number of the vacancy announcement (2020/UNU/ViE/FTA/GO/00161436).