Duty station: Dresden, Germany

VACANCY ANNOUNCEMENT

Student Assistant
(Consultant Contractor Contract - CTC)
(Part-time 12 hours/week)

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

Reference Number: 2020/UNU/FLORES/CTC/SA/87

Closing Date: 20 December 2020

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 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.

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

UNU-FLORES develops strategies to resolve pressing issues in the sustainable use and integrated management of environmental resources such as water, soil, waste, energy, and other geo-resources that are of concern to the United Nations and its Member States – particularly in developing and emerging economies. Based in Dresden, Germany, the Institute engages in research, capacity development, postgraduate teaching, advanced training, and knowledge dissemination to advance the Resource Nexus.

Visit our website for more details at https://flores.unu.edu/

Biodiversity Economy

Under the project “Biodiversity Economy in Selected Landscapes in Namibia”, UNU-FLORES, the Namibia University of Science and Technology (NUST), the Biodiversity Research Center (BRC), and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) collaborate to support research and capacity building in the field of Biodiversity Economics in Namibia.

The primary aim of the project is to overview, conduct and support the research needed to underpin the approach and mainstreaming of biodiversity economy in Namibia, and support selected communities to sustainably maximise livelihood opportunities from biodiversity.

The Student Assistant will provide essential support to the administrative tasks of the project.
Responsibilities
Under the overall authority of the Director of UNU-FLORES and direct supervision of the Partnerships and Liaison Officer, the successful candidate will be responsible for the following tasks:

- Assist with administrative tasks related to the project such as minute taking, organisation and preparation of meetings, archiving, and drafting documents;
- Support with the coordination of project activities such as e-learning, workshops, and contacting experts and partners on behalf of the Principal Investigator;
- Assist with dissemination and communication;
- Support with timely follow ups with the project’s stakeholders;
- Perform other duties as assigned by the supervisor and the Director.

Required Qualifications and Experience:

- Currently enrolled in a Master degree, or PhD in the field of Business or Economics. Students in the final year of their Bachelor degree in the aforementioned fields are also welcome to apply;
- Proven experience in the field of biodiversity and ecosystem services would be highly advantageous;
- Experience working with international stakeholders would be desirable;
- Strong knowledge and experience with Microsoft Office particularly Excel, Word and PowerPoint;
- Be results and detail-orientated;
- Must be flexible and proactive with the ability to work independently, to establish priorities and to work within prescribed timelines;
- Proficiency in both oral and written communications in English is mandatory; Proficiency in German would be advantageous;
- Ability to communicate clearly and efficiently;
- Excellent team player with strong interpersonal skills as demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

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.

Duration of contract:
This position is being offered as a part-time (12 hours per week) employment for a duration of up to a maximum of three years.

The successful candidate will be employed under a consultant contract (CTC) 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.

Remuneration:
The remuneration for this assignment is EUR 10.00 per hour.

UNU is not liable for any taxes that may be levied on the remuneration you receive under this contract. Payment of any such taxes remains the sole responsibility of the contractor.
UNU-FLORES is not responsible for any health insurance arrangements. The contract carries no entitlement to annual leave nor sick leave.

**Starting Date:** As soon as possible

**Application Procedure:**

Interested applicants should submit their application and all required documents listed below online through **Impactpool**:

1. Curriculum vitae;
2. Cover letter detailing how your qualifications and experience match the requirements of the position and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2020/UNU/FLORES/CTC/SA/87
3. Digital copies of your degree certificate(s)/diploma(s).

Please note that only shortlisted candidates will be contacted.

As part of the recruitment process candidates may be asked to complete written tests and demonstrate language skills.