



**UNITED NATIONS  
UNIVERSITY**

**Duty station: Dresden, Germany**

## **VACANCY ANNOUNCEMENT**

### **Sustainability Coordinator (Maternity Cover) Personnel Service Agreement - PSA Part-Time (50%)**

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

**Reference Number** : 2021/UNU/FLORES/PSA/SC/16

**Closing Date** : 18 March 2021

#### **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.

<https://flores.unu.edu/>

#### **Responsibilities**

The Sustainability Coordinator will lead internal activities to support the mission of UNU-FLORES regarding its natural capital, promoting office-wide sustainability, and supporting and influencing sustainable incentives at the UNU-FLORES level and the wider UNU community. Under the overall authority and direct supervision of the Director of UNU, the successful candidate will be responsible for the following tasks:

- Act as the Sustainability Focal Point of UNU-FLORES and lead all tasks, including act as the Chair of the Green Committee, develop and implement an institutional sustainability strategy, and manage the environmental inventory;
- Act as the institutional Focal Point in collaborations with the Sustainable United Nations (SUN) and UN Environmental Management Group (EMG);

- Establish a UNU wide sustainability group, aiming for a joint strategy integrating Greening the Blue;
- Conduct research on the prevalence of Resource Nexus related activities within the UN, especially UN-EMG;
- Manage the archiving of documentation and correspondences;
- Perform other duties assigned by the Director.

**Required Qualifications and Experience:**

- A 'Master's degree in one of the following disciplines: Environmental Sciences, Environmental Management, Policy, Economics, Sustainable Development, Sustainability, Conservation, or a related field; A 'bachelor's degree in a relevant field plus an additional three years of qualifying experience may be accepted in lieu of a 'Master's degree;
- A minimum of two years of experience in Sustainability, Corporate Responsibility, ESG, Business, or a related field;
- Strong planning, organisation, and time management skills, with the ability to communicate clearly and efficiently;
- Proficiency in both oral and written communication in English proficiency in German would be an asset;
- Proficiency in Microsoft Office applications is essential; Data visualisation skills would be advantageous;
- Strong quantitative and qualitative analytical skills, including the ability to synthesise data and information and to propose recommendations and/or solutions;
- 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;
- 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 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.

**Duration of contract:**

This position is being offered as a temporary part-time employment (maternity cover of 20 hours/week) for a one (1) year Personnel Service Agreement (PSA) contract with UNU-FLORES.

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.

**Remuneration:**

We offer a competitive (tax-exempt) net salary at the PSA 3 level with a monthly remuneration of EUR 1,487.50.

This position carries an annual leave entitlement of 1.25 working days per month (a total of 15 days of paid annual leave) and private health insurance coverage.

Please note that due to the ongoing situation with COVID-19 and the travel restrictions imposed by national authorities, the selected candidate may be required to start the appointment remotely until further notice.

**Starting Date:** As soon as possible

**Application Procedure:**

Interested applicants should submit their application and all required documents listed below online through [Impactpool](#):

1. A curriculum vitae
2. Cover letter detailing how your qualifications and experience match the position's requirements and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2020/UNU/FLORES/PSA/SC/94
3. Digital copies of your degree certificate(s)/diploma(s)

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.

**The United Nations University does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training, visa, or other fees). UNU will never ask for an applicant's bank information as part of a recruitment process.**