



**UNITED NATIONS  
UNIVERSITY**

**Duty station: Dresden, Germany**

## **VACANCY ANNOUNCEMENT**

### **Senior Partnerships and Liaison Assistant (Personnel Service Agreement - PSA) (Part-time 20 hours)**

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

**Reference Number** : 2021/UNU/FLORES/PSA/SPLA/42

**Closing Date** : 23 May 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**

Under the authority of the Director of UNU-FLORES, and the direct supervision of the Partnerships and Liaison Officer (P&L Officer), the successful candidate will be responsible for the following tasks:

- Perform administrative tasks related to the P&L Officer's activities;
- Support the P&L Officer's research including developing and reviewing project proposal content;
- Support in the development of concept notes and advocacy efforts;
- Manage the partnerships database;
- Assist with the preparation of documents and processes to build a knowledge hub and draft guidelines for knowledge management;

- Contribute to the mapping and identification of potential partners and provide background research to aid in the building of partnerships for UNU-FLORES;
- Assist with the preparation of strategic events;
- Perform other tasks as assigned by the supervisor and the Director.

**Required Qualifications and Experience:**

- A Master's degree in one of the following disciplines: natural, political, or social sciences, economy, international relations, communications, or a relevant field;
- A Bachelor's degree plus two years of working experience is acceptable in lieu of a Master's degree;
- Proven experience in international work environments, studying abroad, internships, volunteering work is highly advantageous;
- Prior research especially with multi-stakeholder projects, would be an asset;
- Strong planning, organisation, and time management skills, with the ability to communicate clearly and efficiently;
- Proficiency in both oral and written communication in English and German. Non-native German speakers must demonstrate German language skills corresponding to [CEFR](#) level of C2; knowledge of additional languages is desirable;
- Must be flexible with the ability to establish priorities and work within prescribed timelines;
- Must have the ability to work independently, conduct research on new and unfamiliar topics, and report work activities in a timely and proactive manner;
- Must be willing to travel both locally and internationally;
- Proficiency in Microsoft Office applications is mandatory;
- 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.

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 and until further notice.

**Duration of contract:**

This position is being offered as a part-time (20 hours per week) employment for a one (1) year Personnel Service Agreement (PSA) contract with UNU-FLORES, with the possibility for renewal subject to fund availability and satisfactory work performance. The combined duration of appointment shall not exceed six (6) years.

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 2 level with a monthly remuneration of EUR 1,329.

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

**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 requirements of the position, please provide additional information regarding your language skills, and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2021/UNU/FLORES/PSA/SPLA/42
3. German language certifications (for non-native German speakers)
4. 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 fee). UNU will never ask for an applicant's bank information as part of a recruitment process.**