



UNITED NATIONS
UNIVERSITY

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

VACANCY ANNOUNCEMENT

**Head of Executive Office
(P-2)**

Organizational Unit : United Nations University – Vice-Rectorate in Europe (UNU-ViE)
Reference Number : 2021/UNU/ViE/FTA/HEO/00168447
Applications to : hrbonn@vie.unu.edu
Closing Date : **28 May 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 of the Vice-Rector in Europe and the Director of UNU-EHS, the responsibilities of the successful candidate will be, but are not limited to:

- Coordination and Management of the Executive Office: providing daily support to the Vice-Rector and Director of UNU-EHS as well as the Deputy Director in administrative and managerial tasks; overseeing the daily running of the Executive Office, supervision of the Assistant to the Executive Office and other assisting staff in the Executive Office;
- Strategic partnership: support the Vice-Rector and Director of UNU-EHS in developing strategic partnerships with UN agencies, academic and institutional partners both globally and locally. This includes the coordination of the Early Career Climate Fellowship Programme in cooperation with the UNFCCC;
- Institutional development of ViE: Support the Vice-Rector and Director of UNU-EHS in institutional development including the conceptualization further development and coordination of the Visiting Scientists' Programme;
- Strategic partnerships: providing support in the development, monitoring and implementation of strategic plans and institutional development initiatives; assistance in the maintenance and development of relationships with key partners, including the preparation of MoUs, cooperation agreements, etc.;
- Liaison with External Partners, Government Officials, and Stakeholders: acting as a focal point for UNU-ViE/UNU-EHS-related enquiries; external liaison with UNU worldwide, UN agencies in Bonn, national/international institutions; acting as UNU-EHS/UNU-ViE focal point for the main institutional donors;
- Reporting: Supporting the Vice-Rector in Europe/Director in her core strategic and managerial tasks by preparation and compilation of the UNU-ViE and UNU-EHS annual reporting to the UNU Council, institutional donors and the Advisory Committee, while making sound recommendations to the contents;
- Documentation and Correspondence: drafting, to deadlines, high-level correspondence, agendas, and reports, in English, German, and other languages, as required;
- Communications: acting as a communication channel with different constituents of the UNU in Bonn and internationally; ensuring a smooth handling of all daily communications on behalf of the Vice-Rector;
- Event Management: Plan, co-ordinate, and prepare major institutionally mandated meetings such as external evaluations, Advisory Committee Meetings, and Management Retreat and oversee the organization of the monthly UNU-EHS Management Meetings, including both logistics and documentation;
- Project Management: acting as the focal point at UNU-ViE and UNU-EHS for the UNU Project Management System Pelikan, including responsibility for enquiries and reporting to the HQ Pelikan team; overseeing the compilation and submission of biannual progress reports;
- Carry out other tasks that may be assigned by the Vice-Rector/Director.

Required Qualifications and Experience:

- Master's degree or equivalent in Administration, Humanities, Development Studies, Project Management, or other related field to the post and working area of UNU Bonn;
- At least four (4) years of progressively relevant work experience at national and international levels in administration, external relations and project management;
- Proven experience in donor reporting, donor relationships and UNU reporting system;
- Proven experience with managing scientists programmes and building strategic partnerships with both government, non-governmental partners and UN agencies;
- Proven experiences in event conceptualisation and organisation with excellent organization skills;
- 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 leadership skills and a 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;

https://www.un.org/Depts/OHRM/salaries_allowances/index.html

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 applications by e-mail to (hrbonn@vie.unu.edu), and must include the following:

- a cover letter setting out how the 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 [UNU website](#). Please avoid using similar forms provided by other United Nations organizations
- full contact information of three referees; and the application must also indicate the reference number of the vacancy announcement (2021/UNU/ViE/FTA/HEO/00168447)