Duty station: Dresden, Germany

VACANCY ANNOUNCEMENT

Project Coordinator
(Personnel Service Agreement - PSA)
(Full-time 40 hours)

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

Reference Number: 2021/UNU/FLORES/PSA/PC/50

Closing Date: 14 June 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/

Nexus transformations in coal regions (NEXtra Core)

In collaboration with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, the Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Agency for Geosciences and Natural Resources (BGR), and other partner institutions in the target countries, UNU-FLORES will conduct a scoping study which aims at analysing environmental legacies of the carbon age and developing perspectives for the energy transition in coal regions of four target countries in the Global South: South Africa, Mozambique, Colombia, and Indonesia. This project will run for a duration of 12 months and in consideration of the specific situation in different coal regions. The project aims to:

- address environmental impacts and management options from a Resource Nexus perspective;
- identify knowledge and capacity gaps for implementing and governing the energy transition in selected coal regions;
• assess financing needs and opportunities to drive the coal and energy transition, as well as risks related to stranded assets;
• analyse the transferability of best-practice examples from Germany and other UN member states;
• identify potential strategies to secure employment after mine closures.

Responsibilities
The incumbent will act as a Project Coordinator for the "NEXtra Core" project and all work conducted shall be for the advancement of this project. Under the overall authority of the Director of UNU-FLORES and direct supervision of the Head of Nexus Research Programme "Resource Nexus for Regions in Transformation", the successful candidate will be responsible for the following tasks:

• Manage the project’s day to day coordination, monitoring, and reporting;
• Supervise and manage project staff in four countries;
• Prepare and monitor the work plan and budget of the overall project;
• Ensure effective communications and liaison with the partners, scientific staff, and other stakeholders;
• Support the implementation of knowledge management activities;
• Coordinate the project’s international research, policy, and outreach (communication and advocacy) activities;
• Lead the scientific synthesis of the four country-specific case studies;
• Support in the development of workshops, seminars, and presentations;
• Contribute to the Institute’s teaching activities, especially e-learning and capacity development;
• Contribute to and manage interim and final reports of the project, and coordinate at least one scientific publication on the project outcomes;
• Perform other duties as assigned by the supervisor and the Director.

Required Qualifications and Experience
• A master’s degree in Environmental Science, Environmental Management, Environmental Engineering, Environmental Politics/Governance, Environmental Economics, Geography, or a related field;
• A minimum of three (3) years of relevant professional postgraduate experience in the fields of Coal Mining regions, Resource Nexus, and/or Energy Transition;
• A bachelor’s degree plus five (5) years of qualifying experience may be accepted in lieu of a master’s degree;
• Experience in project management/coordination or similar;
• Good knowledge and/or experience of the policies and institutional frameworks relevant to environmental protection, nature protection, climate change, and/or coal mining;
• Demonstrated experience in liaising and co-operating with governmental officials, academic institutions, NGO’s, and the private sector;
• Excellent communication, report writing, and analytical skills;
• Proficiency in both oral and written English is mandatory, knowledge of one of the major languages of the four target countries would be advantageous;
• Highly self-motivated, innovative, and organised, yet detail-oriented, with a professional and conscientious attitude and the ability to independently prioritise;
• 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 full-time employment (40 hours per week) for a one (1) year Personnel Service Agreement (PSA) 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.

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.

**Remuneration**

We offer a competitive (tax-exempt) net salary at the PSA 4 level with a monthly remuneration of EUR 3,330. The Director reserves the right to appoint a suitable candidate at a lower category.

This position carries an annual leave entitlement of 2.5 working days per month (a total of 30 days of paid annual leave), and 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 and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2021/UNU/FLORES/PSA/PC/50
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.

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.