Duty station: Dresden, Germany

VACANCY ANNOUNCEMENT

Finance and Administrative Associate
(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/FAA/66

Closing Date: 28 November 2021

About United Nations University

The United Nations University (UNU) is an international community of scholars engaged in policy-oriented research, capacity development and 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 the past four decades, UNU has been a go-to think tank for impartial research on human survival, conflict prevention, sustainable development, and welfare. With more than 400 researchers in 12 countries, UNU's work spans the 17 Sustainable Development Goals' full breadth, 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. For more information, please visit http://unu.edu.

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. For more information, please visit https://flores.unu.edu/

Responsibilities

Under the overall authority of the Director of UNU-FLORES and direct supervision of the Finance and Administrative Officer, the successful candidate will be responsible for the following tasks:

Finance Capital

• Handle financial operations in accordance with UNU's policies, United Nations Financial Rules and Regulation (UNFRR), established operational procedures, and ensure that proper and accurate accounting records are maintained;
• Perform accounting activities in ATLAS (UNU’s ERP system), such as accounts payable, accounts receivables, billing, month-end and year-end closures, requisitions, purchase orders, receipts, payment vouchers, and GL journal entries;
• Handle month-end and year-end closing activities for the Institute's accounts;
• Manage the preparation and submission of the quarterly VAT refund reports and VAT exemption requests;
• Prepare statistical tables and standard financial reports;
• Carry out financial tasks for third-party funded projects, such as budget formulations, financial reporting to project managers and donors, as well as fund requests;
• Administer and maintain the vendor master file;
• Manage travel requests and travel claims on behalf of the Institute;
• Provide training and assistance on the Travel & Expense Module and rules to colleagues;

Manufactured Capital
• Handle procurement activities for the Institute;
• Coordinate the day-to-day administration of external service providers within the office when required;
• Provide administrative and logistical support for the organisation of conferences, workshops, retreats, etc.;
• Act as the Asset Management Focal Point for the Institute, maintaining the asset register and carrying out inventory activities;
• Develop, adapt, and optimise internal processes and procedures, and prepare, review, amend, and implement internal documentation and/or tracking tools;
• Perform other tasks as assigned by the supervisor or the Director.

Required Qualifications and Experience
• A Bachelor’s degree in Business or Public Administration, Finance, Accounting, or a related field is required; Secondary education with a specialised national or international certification and an additional two years of qualifying work experience may be accepted in lieu of a degree;
• A minimum of three years of progressively responsible experience in financial and administrative matters is required; experience in the UN system would be desirable;
• Experience with office software packages (MS word, teams, Excel, Access, PowerPoint etc) is required; experience with ERP systems would be advantageous;
• Proficiency in both oral and written communication in English is mandatory;
• Working knowledge of German is mandatory;
• Strong planning, organisation, and time management skills, with the ability to communicate clearly and efficiently;
• Must be flexible with the ability to establish priorities and work within prescribed timeframes;
• An 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.

Duration of contract
The duration of the initial contract is one (1) year. This is a Personnel Service Agreement (PSA) contract with UNU-FLORES, with the possibility for renewal subject to requirements and satisfactory work performance. The combined duration on a PSA contract with UNU may not exceed six (6) years. The mandatory age of retirement for a PSA is 65 years.

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

The successful candidate will be employed under a local PSA contract, and no relocation allowances apply. UNU offers an attractive compensation package including a competitive (tax-exempt in Germany) net salary at the PSA 3 level with a monthly remuneration of EUR 2,975 (subject to deductions for health insurance). Benefits include 30 days annual leave and a health insurance scheme. 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 PSA holders.

Starting Date: As soon as possible

Application Procedure

Interested applicants should submit their applications online using Impactpool and must upload the following:

1. A cover letter setting out how your qualifications and experience match the requirements of the position;
2. A completed and signed UNU Personal History (P.11) form downloadable from the UNU website. Please avoid using similar forms provided by other United Nations organisations;
3. A full Curriculum Vitae;
4. Digital copies of your degree certificate(s)/diploma(s)

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview, background checks and references. Only shortlisted candidates will be contacted.

Special notice

PSA holders do not hold international civil servant status, nor are they considered a "staff member" as defined in the UN Staff Rules and Regulations. PSA holders may be assigned to any of the activities or offices of the United Nations University. The Rector reserves the right to appoint a candidate at a level below that advertised.

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. Applications from developing countries, and from women are strongly encouraged. Eligible internal applicants are encouraged to apply.

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.

Information about UNU rosters

UNU reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNU at the same grade level and with similar job description, experience, and educational requirements.

Scam warning

UNU does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names, and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.