



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Caracas, Venezuela**

VACANCY ANNOUNCEMENT

**Junior Assistant Coordinator
(Personnel Service Agreement - PSA)**

Organizational Unit	:	United Nations University - Programme for Biotechnology in Latin America and the Caribbean (UNU-BIOLAC)
Reference Number	:	2021/UNU/BIOIAC/PSA/JAC/85
Applications to	:	applications.unu.biola@gmail.com
Closing Date	:	Open until position is filled

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate training and the dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. The University functions as a think tank for the United Nations system, contributes to capacity building, particularly in developing countries, and serves as a platform for new and innovative ideas and dialogue. For more information, please visit <http://unu.edu>.

United Nations University – Programme for Biotechnology in Latin America and the Caribbean (UNU-BIOLAC):

Located in Caracas, Venezuela, UNU-BIOLAC was established in 1988. UNU-BIOLAC is a capacity development programme in biotechnology which belongs to the UNU system.

The programme's main goal is to provide tools to facilitate the training and research in biotechnology thus contributing to the economic and social development of the Latin American region. These actions are taken keeping a balance between science, technology and modern society.

The creation of UNU-BIOLAC was considered as a first step in the establishing of an international institute for the development of biotechnology in Latin America and the Caribbean with headquarters located in Venezuela.

Responsibilities:

Under the supervision of the UNU-BIOLAC Coordinator, and in close cooperation with the Senior Assistant to the Coordinator, the Junior Assistant will assist in the operative tasks of the office, such as:

- Planning of agenda and travel of the Coordinator;
- Procurement, execution and follow up of payments of utilities, maintenance personnel and other office related services;
- Preparation of Petty Cash;
- Maintenance and update of the library and its database;
- Preparation and update of dissemination materials (including website information update);
- Channeling of course and fellowship applications;
- Follow up of the evaluation of applications;
- Collaborate with the Senior Assistant in the implementation of projects and strategies;
- Fulfill duties as a receptionist for visitors and contact center (telephone and email);
- Perform any other duties as may be assigned.

Required Qualifications and Experience:

- Bachelor's Degree in International Affairs or Modern Languages or other related fields with at least one (1) year of relevant work experience preferably in an international organization, or completion of secondary school education with at least four (4) years of relevant work experience preferably in an international organization
- Communications knowledge in Social media, PR and marketing skills are an asset.
- Knowledge of Microsoft Office programs and tools;
- Excellent interpersonal relations, ability to easily work and communicate with others, especially with people with multi-cultural backgrounds;
- Excellent communication skills with fluency in both oral and written English and Spanish. Knowledge of other United Nations official languages is an asset.

Remuneration:

The successful candidate will be employed under a local PSA contract and no relocation allowances apply. UNU offers an attractive compensation package, commensurate with the experience and qualifications of the candidate. Benefits include 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.

Duration of contract:

The duration of the initial contract is 6 months. This is Personnel Service Agreement (PSA) contract with UNU, 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 PSA holders is 65 years.

Starting Date:

As soon as possible.

Application Procedure:

Interested applicants should submit their applications by email (to applications.unu.biola@gmail.com), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a curriculum vitae
- a completed and signed [UNU Personal History \(P.11\) form](#) downloadable from United Nations University website at <http://unu.edu/about/hr>. Please avoid using similar forms provided by other United Nations organizations;
- documents that support language proficiency in English
- documents that support work experience provided in the curriculum vitae;
- full contact information of three (3) referees; and
- as the subject of the application email, input the reference number of the vacancy announcement.

Assessment

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

Special notice

UNU does not sponsor a working visa for this position.

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.

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

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.