



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Dresden, Germany**

VACANCY ANNOUNCEMENT

**ADMINISTRATIVE ASSISTANT
(Personnel Service Agreement)
(PART TIME - 20 HRS/WEEK)**

- Organizational Unit** : United Nations University International Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
- Reference Number** : 2015/UNU/FLORES/PSA/AA/66
- Applications to** : hrflores@unu.edu
- Closing Date** : 25 October 2015

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and 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 more information, please visit <http://unu.edu>.

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

The mission of UNU-FLORES is to contribute, through research, capacity development and dissemination of knowledge, to the resolution of pressing challenges in the area of sustainable use and integrated management of environmental resources (water, soil and waste), particularly in developing and transitional countries. It aims to serve within the UN as the think-tank on resources management and be internationally recognized as major hub and intellectual focal point promoting integrated management strategies addressing in particular the needs of developing and emerging countries. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit <http://flores.unu.edu>.

Responsibilities:

Under the authority of the Director of UNU-FLORES and the supervision of the Finance and Administrative Officer, the successful candidate shall carry out the following tasks:

1. Budget and Finance

- Assist in financial operations in accordance with UNU's policies, United Nations Financial Rules and Regulation (UNFRR) and established operational procedures, and ensure that proper and accurate accounting records are well-maintained;
- Assist in the full spectrum of accounting services in ATLAS (UNU's ERP system), including accounts payable, accounts receivables, accounts reconciliation, billing, monthly closing of accounts, preparation of management reports, consolidation, forecasting, year-end closing of accounts;
- Assist in the maintenance and recording of core funding contracts, programme-wide budget allocation, and programme-wide and project-specific expenditures;
- Assist in the preparations and recording of journal entries according to established procedure;
- Maintain monthly statements of accounts to allow the monitoring of availability of funds and budget performance; Consolidate data received and provide support to higher-level staff with respect to budget reviews;
- Assist with reviewing status of relevant expenditures and compare with approved budget;
- Assist with reviewing requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds;
- Assist in the preparation of budget performance submissions;
- Prepare statistical tables and standard financial reports;
- Any other duties as may be assigned or required.

2. Human Resources Management

- Assist with initiating, processing, monitoring and follow-up on actions related to the administration of the institute's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training etc., ensuring consistency in the application of regulations and procedures;
- Assist with administration of personnel and consultant contracts, PhD and visiting scholar agreements as well as internship agreements; and

3. Procurement and General Administration

- Assist with the full procurement activities of the institute including bidding documents and contracts management;
- Assist with day-to-day administration of contracts between the UN and external contractors for outsourced services;
- Assist with preparation, processing and follow-up on administrative arrangements and forms related to the official travel of staff;
- Drafts routine correspondence.
- Maintain files of rules, regulations, administrative instructions and other related documentation;
- Assist with the organization of conference/workshop and administrative support;
- Perform other related administrative duties as required;

Required Qualifications and Competencies:

- High School Diploma or equivalent (e.g. completion of German A-Levels (Abitur)) is required. Candidate with a university degree in business administration, finance and accounting, human resources, procurement or in a related field is highly desirable;
- At least four (4) years of relevant professional work experience in finance, administration or human resources. For candidates with a university degree, a minimum of two (2) year of professional work experience in the related area is required;
- Knowledge of the UN system or other International Organisations would be an asset;
- Proficiency in the use of MS Office applications (MS Word, Excel, Power Point etc.);
- Excellent communication skills with fluency in both oral and written English and German; Knowledge of other UN official language would be an asset;
- Ability to work under minimal supervision and with a high level of resilience;
- Strong ability to establish priorities, multi-task and work within tight timelines;
- A good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:

Remuneration will be commensurate with qualification and experience of the successful candidate.

Duration of contract:

This is a part-time time employment (20 hours per week) for a fixed period of one (1) year (renewal will be subject to performance and funds availability). The successful candidate shall work under a Personnel Service Agreement (PSA), with the combined duration of appointments not exceeding six (6) years.

The successful candidate will be employed under a local contract 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.

Applications from suitably qualified woman candidates and those from developing countries are particularly encouraged.

Starting date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications by email (to hrflores@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 the [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- the email subject must comply with the format: Last Name_First Name_2015/UNU/FLORES/PSA/AA/66

Only short-listed candidates will be contacted. Please note that applications received after the closing date will not be considered.