INTERNATIONAL RECRUITMENT
MACAO, SPECIAL ADMINISTRATIVE REGION OF CHINA

VACANCY ANNOUNCEMENT

PROJECT OFFICER (P-1/P-2)

Organizational Unit : United Nations University Institute on Computing and Society (UNU-CS)
Reference Number : 2017/UNU/CS/FTA/PO/27
Applications to : apply_cs@unu.edu
Closing Date : 31 May 2017

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 - Computing and Society (UNU-CS)

The United Nations University Institute on Computing and Society (UNU-CS) is a new research institute at the intersections of information and communication technologies and international development. Located in Macau SAR, China, UNU-CS focuses on the key challenges faced by developing societies through high-impact innovations in computing and communication technologies.

UNU-CS’s Mission Includes:

● Leading in investigating and inventing human centered information and communication technologies that help addressing some of the global issues in the areas of sustainability, development, governance, peace and security, human rights, and human dignity.
● Impacting policymakers, within the UN system and beyond, through actionable knowledge and thought-leadership.
● Nurturing the next generation of interdisciplinary computer scientists, social scientists and designers in developing countries.
● Embracing the dynamism of the city of Macau and Pearl River Delta region while working globally.

For more information, please visit http://cs.unu.edu.
Responsibilities:

Reporting directly to the Director of UNU-CS, the main duties and responsibilities of the Project Officer include the following:

- Supporting the Director in managing the Institute’s finance and procurement functions in line with UN rules and regulations;
- Monitoring the institute’s budget and accounts and ensuring that transactions are processed professionally;
- Assisting the institute in monitoring and tracking research projects relevant to the work of UNU-CS;
- Assisting the Director in liaising with UNU Headquarters on managerial and administrative matters;
- Supporting the maintenance of the UNU-CS website and ensuring regular updates; managing the social media functions under the assistance of the relevant project manager(s);
- Coordinating visits by academic partners and other guests of UNU-CS;
- Prepare and coordinate the logistics for institute events, such as meetings, workshops, conferences;
- Provide logistical and travel support to institute staff and to event participants;
- Perform other tasks as assigned by the Director.

Required Qualifications and Experience:

- Masters degree in business administration, finance, public administration, management or a computer or social science field related to the work of UNU-CS;
- At least two (2) years of working experience in project management, preferably in an academic environment;
- Computer literacy; good familiarity with database maintenance and management; knowledge of Pelikan and/or Atlas are an asset;
- Knowledge of communication and social media applications;
- Excellent communications and interpersonal skills, with fluency in oral and written English. Knowledge of other official UN languages is an asset;
- Strong ability to work independently and good time management skills;
- Excellent team player with strong interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:

We offer a competitive net salary (tax-exempted) at P-1/P-2 level and allowances including post adjustment. Salaries of P-1 / P-2 will be from USD$ 43,371 and USD$ 55,955 per annum respectively. 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 Systems, 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: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm.

UNU reserves the right to appoint a candidate at a level below that advertised.

Duration of Contract:

This is a full time fixed-term appointment. The initial appointment will be for a period of one (1) year with the possibility of renewal on a fixed-term appointment basis, subject to satisfactory work performance and availability of funds. The mandatory age of retirement for United Nations staff is 65 years.
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 in the form of an Adobe Acrobat PDF file to apply_cs@unu.edu. Applications must include the following:

- a separate 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 the [UNU website](#). Please avoid using similar forms provided by other United Nations organizations.
- an indication of the reference number of the vacancy announcement (2017/UNU/CS/FTA/PO/27).

Incomplete applications will not be considered.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8).