Bonn, Germany

VACANCY ANNOUNCEMENT

Assistant to the Executive Office
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University – Vice Rectorate in Europe (UNU-ViE)
Reference Number : 2017/UNU/ViE/PSA/AEO/70
Applications to : hrbonn@vie.unu.edu
Closing Date : 15 September 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.

The United Nations University Vice-Rectorate in Europe (UNU-ViE):
UNU-ViE concentrates on relationships between advancing science and technology for human security. In addition to its scientific core mandate, it administers the central units providing service to five UNU entities in Bonn (http://www.bonn.unu.edu/). The central administration units include Finance, Human Resources, Information Communication Technology, Communication Services, Procurement and General Administration. These units also assist with the administration of new UNU initiatives in Europe and Africa. For more information on the organization, please visit the following websites: www.vie.unu.edu

United Nations University Institute for Environment and Human Security (UNU-EHS)
UNU-EHS, established in December 2003, is part of the UNU system, a worldwide network of Research and Training Institutes. Its mission is to advance human security through knowledge-based approaches to reducing vulnerability and environmental risks. For more information, please visit www.ehs.unu.edu.
Responsibilities:

Under the authority of the Vice-Rector in Europe and the Director of UNU-EHS and the supervision of the Executive Associate, the responsibilities of the successful candidate will be, but are not limited to:

- providing assistance by screening telephone calls/enquiries/requests and routing them when appropriate;
- management of the agenda of the Vice-Rector/Director and scheduling internal and external appointments;
- welcoming and looking after visitors of the Vice-Rector and Director; in this regard liaising with the UN Security;
- general office administration and documentation support, maintaining the archive;
- correspondence/reports in English/German and other UN languages;
- coordinating and arranging travel and accommodation based on UN Rules;
- assisting in the organization of major academic and administrative events;
- liaising as a communication channel with different constituents of UNU in Bonn and on an international scale;
- preparation of presentations, handouts, and statistics;
- management of the conference rooms, i.e. handling preparations, attending to participant requests, and tidying up afterwards.
- other projects/duties as assigned.

Required Qualifications and Experience:

- First degree (Bachelor’s degree or equivalent) in a relevant field e.g. International Management/Business Assistant, Business Communication, International Relations, European Secretarial studies, or Office Management. Secondary education diploma in combination with one additional year of qualifying experience may be accepted in lieu of the university degree.
- At least 2 years experience as an Executive Assistant/Office Manager in an international working environment. Candidates with secondary education would require at least 3 years of experience;
- Previous experience in working in a multi-ethnic environment; sensitivity and respect for diversity;
- Excellent command of English and German in both oral and written; other UN languages, particularly French, would be an asset;
- Very good knowledge of Microsoft tools: Word, Excel, PowerPoint, Access;
- Strong ability to establish priorities, work within tight timelines and multi-task;
- Excellent communication and organization skills;
- Professional with the ability to work under minimal supervision with high level of resilience;
- Team player with strong inter-personal skills.

Remuneration:

Remuneration will be commensurate with qualifications and experience.

Duration of Contract:

This is a full-time employment on a one-(1) year Personnel Service Agreement (PSA) contract with the possibility of renewal subject to requirements and satisfactory work performance, with the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor is he/she a “staff member” as defined in the United Nations Staff Rules and Regulations.

Applications from suitably qualified women candidates are particularly encouraged.
Starting Date: as soon as possible

Application Procedure:

Interested applicants should submit their applications by e-mail (to hrbonn@vie.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;
- an indication of the reference number of the vacancy announcement (2017/UNU/VIE/PSA/AEO/70).