



UNITED NATIONS  
UNIVERSITY

**LOCAL RECRUITMENT  
Dresden, Germany**

**VACANCY ANNOUNCEMENT**

**SECURITY, IT AND FRONT DESK ASSOCIATE  
(Fixed-Term Appointment GS-6)**

- Organizational Unit** : United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
- Reference Number** : 2017/UNU/FLORES/FTA/SITDA/92
- Applications to** : **By Post:**  
United Nations University  
International Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)  
Ammonstrasse 74  
Dresden, 01067  
GERMANY
- By E-mail:** [hrflores@unu.edu](mailto:hrflores@unu.edu)
- Closing Date** : 30 November 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 furtherance of 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 to the development of integrated and sustainable management strategies for the use of water, soil and waste resources in particular in developing and emerging countries in scientific, educational, managerial, technological and institutional terms. Potential issues of focus include: urban water management, nutrient cycles and budgets, methods for reclamation and rehabilitation of degraded sites, site-specific river-basin scale water management, interaction of land use management and water inventory under differing climate conditions, efficient site-adapted waste management strategies, among others. The Institute will develop innovative concepts for target- and region-specific knowledge transfer as well as appropriate methodologies and approaches for postgraduate and professional education. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit <http://flores.unu.edu>.

## **Responsibilities:**

Under the supervision of the Director of UNU-FLORES, working closely with the UNU Campus Computing Centre and the office of the Rector in Tokyo, the Manager of the Office of the Director, the Finance and Administrative Officer as well as the UNU Centre Administration in Kuala Lumpur, the Security, IT and Front Desk Associate has the major responsibility in supporting the UNU-FLORES team. The key responsibilities of the Security, IT and Front Desk Associate include:

### **1. Security Management:**

- liaise with the State Ministry of Interior, the Local Police Authority, the UN Designated Official's Office and the UNDSS on security and safety information and instructions, be in close contact with the Building security management and facilities management on all matters of safety and security;
- responsible for access control at all entry points throughout the office to prevent entry to unauthorized persons and the unauthorized removal of UNU-FLORES property, manage the issuance of security badges and elevator cards, maintain alertness for any potential or actual breaches of security and any disturbances or unusual activity and report them immediately;
- maintain logs and rosters and initiate chronological logs of events during emergency situations, monitor and update the Emergency Response Plan;
- convene security related meetings including the Ad-hoc Local Security Management Group (ALSMG) and ensure proper documentation and implementation of the meeting minutes and decisions;
- organize security and safety related trainings to UNU-FLORES personnel, coordinate the training of the fire wardens and searchers, organize periodic fire drills;
- communicate the security updates and advice to UNU-FLORES personnel in a timely manner;
- prepare daily and weekly work schedules and various periodic reports.

### **2. ICT Support Coordination (in liaison with the UNU Campus Computing Centre – C3):**

- perform as ICT focal point and monitor the implementation of the UNU-FLORES and C3 Service Level Agreement on ICT Support Services;
- provide helpdesk support including computer provisioning and setup, user induction, replacement of faulty or failing hardware;
- administer and troubleshoot local ICT issues including AD users/groups, user mailboxes, local file and print servers, local backup and recovery;
- monitor the operations of all local ICT equipment and hardware, inform C3 of any failing parts for replacement, liaise with C3 on Telephone management;
- create user accounts in Office 365 and Google Apps for UNU-FLORES and administer local Wi-Fi Network;
- recover data via self-service Shadow Copy service or Symantec/Veritas Backup Exec, support C3 on monitoring the UNU Data Centre hosted by UNU-FLORES.

### **3. Front Desk and Travel Management:**

- support with organizing internal and external meetings, possibly involving high-ranking officials following the UN protocol;
- provide travel support and advice to the Director, the Academic Officers, the UNU-FLORES Advisory Committee Members and other visitors invited by the Director including drafting note verbales, arrangement of accommodation, transport, meeting rooms (including external venues), preparation of the duty travel plans as well as other meeting and travel related tasks, prepare travel folders and obtain security clearance for the Director;
- operation and management of the telephone switchboard in accordance with appropriate protocol (monthly check and test of all lines) as well as phone book and UNU-FLORES contacts updates, respond to moderately complex information requests and inquiries and if necessary refer inquiries to appropriate personnel for handling;
- perform tasks when required to drive the office vehicle;
- perform any other duties as assigned.

**Required Qualifications and Experience:**

- first level university degree (Bachelor's or equivalent) in Business Administration, Computer or Security Science;
- at least 5 years of progressively responsible experience in related areas, especially in security and safety;
- knowledge and work experience in the UN regulations and rules are highly desirable;
- competence in Microsoft software application and in handling web-based management systems;
- excellent communication skills with fluency in spoken and written English. Good knowledge of German as well as knowledge of other United Nations official languages would be an asset;
- knowledge of United Nations procedures or operations applicable to clerical assignments such as preparing various routine correspondence or reports, maintaining files or records, reviewing and processing mail is desirable;
- strong ability to establish priorities, work within tight timelines and multi-task;
- able to work under minimal supervision with high level of resilience;
- good team player with strong inter-personal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

**Remuneration:**

Remuneration will commensurate with qualifications and experience according to suitability of candidates and starts at GS-6 level of the General Service salary scale for Germany duty station in the United Nations Common System, plus benefits. For more information, please visit:

[http://www.un.org/Depts/OHRM/salaries\\_allowances/salaries/germany.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/germany.htm).

The UNU Rector reserves the right to appoint a suitable candidate at a lower level than that advertised.

**Specifications 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 rolling fixed-term appointment basis, subject to requirements and satisfactory work performance. The mandatory age of retirement for United Nations staff is 65 years.

This is a locally recruited position; no relocation expenses or allowances apply. Applications from suitably qualified women candidates and those from developing countries are particularly encouraged.

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 email (to [hrflores@unu.edu](mailto: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 and the application must also indicate the reference number of the vacancy announcement 2017/UNU/FLORES/FTA/SITDA/92

Please note that only short-listed candidates will be notified.

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)