



UNITED NATIONS
UNIVERSITY

**LOCAL RECRUITMENT
Dresden, Germany**

VACANCY ANNOUNCEMENT

**FINANCE AND ADMINISTRATIVE OFFICER
(Fixed-Term Appointment NO-A)**

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

Reference Number : 2017/UNU/FLORES/FTA/FAO/93

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

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 Centre Administration Team in Kuala Lumpur, the Director of UNU-FLORES, the Manager of the Office of the Director and the Academic Officers, the Finance and Administrative Officer has the major responsibility in supporting the UNU-FLORES team. The key responsibilities of the Finance and Administrative Officer include:

1. Budget and Finance

- manage the day-to-day operations in close liaison with UNU Centre Finance, in the full spectrum of accounting services, including accounts payable, accounts receivable, application of cash receipts, accounts reconciliation, billing, monthly closing of accounts, bank reconciliation, preparation of management reports, consolidation, forecasting, year-end closing of accounts and ensure that proper and accurate accounting records are maintained;
- assist in developing the institute's work programme and budget, analyse inputs and formulate resource allocations by work programme or business processes, monitor budget/work programme with respect to Headquarters' budget and grants on a regular basis, and reallocate resources as necessary;
- forecast income and expenditures, maintain monthly statements of account to allow the personnel responsible for the respective budgets to easily monitor work in progress and availability of funds, oversee the reconciliation of balance sheet accounts, review monthly journal entries and the general ledger;
- prepare financial reports in accordance with the terms and conditions of donor contracts to national and international donors in the public sector, notably German ministries and agencies, the European Union, donors in the private sector and the UNU Headquarters;
- Manage the cash position of bank accounts and imprest account which includes cash-flow forecasting and the determination of funding requirements in relation to budget execution, manage petty cash for the institute;
- liaise with auditors, donor agencies/ministries, financial services of partner institutes and vendors;
- Coordinate the monthly and annual closing of accounts.

2. Human Resources Management

- in close liaison with Headquarters Human Resources, undertake actions related to the administration of the institute's human resource activities, e.g. recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensure consistency in the application of UN rules and procedures;
- provide information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations;
- create contracts related to Human Resources in the ERP system, monitor staff attendance, administer UNU contracts (excluding UN Staff) and monthly payroll;
- assist with organization of training courses and workshops related to staff development.

3. Procurement, travel and common services

- conduct the full spectrum of procurement activities for the institute including sourcing, solicitations, contract awarding and management as well as closure of purchase orders/contracts;
- support with strategic and sustainable procurement for the institute;
- perform as buyer in ERP system and ensure the goods and services are timely delivered, be in close liaison with vendors, perform negotiation with vendors and other vendor management activities;
- prepare respective forms for custom exemptions for imported goods;
- manage and review employee travel documents for adherence to UN Rules and Regulations and for the approval of the Director, prepare Duty Travel Plans;
- support the logistics for workshops, conferences as well as other activities of the institute;
- liaise with building management on common services issues;
- ensure adequate maintenance of office space and facilities services;
- exercise control over non-expendable property, supplies and materials;
- support employees of UNU-FLORES on administrative matters including finance, human resources and procurement;
- perform any other duties as may be assigned or required.

Required Qualifications and Experience:

- advanced university degree (Master's or equivalent) in Business Administration, International Management, Finance and Accounting, Human Resources Management, Procurement and Supply Chain Management or a related field;
- at least two (2) years of progressively responsible professional experience in general administration, procurement, financial accounting or human resources, preferably in an international environment;
- knowledge and work experience in the UN regulations and rules are highly desirable;
- experience in using PeopleSoft Enterprise Resource Planning (ERP) Financials system or another ERP system is highly desirable;
- excellent command of both oral and written English and German. Knowledge of other United Nations official languages would be an asset;
- a professional accounting qualification is desirable but not a requirement;
- Professional procurement qualification such as CIPS would be desirable;
- proficient in the use of MS Office applications, particularly advanced level in MS Excel is required;
- 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 NO-A level of the National Professional Officer salary scale (Germany) of the United Nations Common System, plus benefits. For more information, please visit:

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. **National Professional Officers shall be of the nationality of Germany where UNU-FLORES is located.** Applications from non-German nationals will not be considered. Applications from suitably qualified women candidates 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 post or 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 and the application must also indicate the reference number of the vacancy announcement 2017/UNU/FLORES/FTA/FAO/93

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)