



**UNITED NATIONS
UNIVERSITY**

Bonn, Germany

VACANCY ANNOUNCEMENT

Research Associate (Personnel Service Agreement - PSA)

Organizational Unit	:	United Nations University - Vice-Rectorate in Europe (UNU-ViE), Sustainable Cycles (SCYCLE) Programme
Reference Number	:	2018/UNU/ViE/SCYCLE/PSA/RA/08
Applications to	:	hrbonn@vie.unu.edu
Closing Date	:	14 February 2018

About UN University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 SDGs, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. 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 UNU entities in Bonn. 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: <http://ehs.unu.edu/vice-rectorate>

SCYCLE Programme:

UNU ViE-SCYCLE has been launched on 1 January 2016 succeeding the former UNU-IAS Operating Unit SCYCLE. It is an independent Programme hosted by UNU-ViE in Bonn (Germany). SCYCLE envisions to enable societies to reduce the environmental load from production, use and the disposal of ubiquitous goods and especially electrical and electronic equipment to sustainable levels by means of independent and both comprehensive and practical research providing more thorough fact bases for policy development and decision making. Therefore SCYCLE activities are focused on the development of sustainable production, consumption and disposal patterns for electrical and electronic equipment, as well as other ubiquitous goods. SCYCLE leads the global e-waste discussion and advances sustainable e-waste management strategies based on life-cycle thinking. <http://scycle.vie.unu.edu>

Responsibilities

Under overall authority of the Vice Rector in Europe, the direct supervision of the Director of UNU-ViE SCYCLE and the Associate Programme Officers managing the projects, the Research Associate will provide support to the UNU-ViE SCYCLE's team with project assignments.

His/her tasks will include among others:

- Support the coordination activities with partners and the external actors involved in the relevant projects;
- Mobilize campaigners and inform public opinion at national level regarding circular consumption models particular on the relationship between circular economy consumption models and more specifically benefits deriving from the use of post-consumer recycled plastics;
- Coordinate with other consortium partners regarding the communication campaigns;
- Prepare briefings, storylines and materials that will be prepared for specific communication activities;
- Develop material to feed project website and keep the content up-to-date;
- Prepare and perform surveys with consumers;
- Proofread project documents and other publications as required;
- Liaise with relevant stakeholders;
- Perform other duties as may be assigned by supervisor.

Required Qualifications and Experience:

- At least a Master's degree in Law, Social Sciences or similar fields.
- At least three (3) years of experience working for a UN organization in research and project management;
- Previous experience in:
 - project support, but especially in the initiation and organizing of project networking. This includes contacting and involving the relevant actors in industries, SMEs, NGOs, academia & research, governmental and international organizations;
 - creation of opportunities and mechanisms for coordination between stakeholders with the aim to enable better information exchange and greater knowledge transfer;
 - identification and involvement of committed stakeholders to support the projects;
 - assessment of the needs, financial and technical possibilities and limitations of each actor in the value chain to better understand the barriers and potentials for progress towards a circular economy;
 - developing recommendations for policy makers based on solid research results, in view of changing framework conditions in the field of circular economy models
 - strengthening linkages, leveraging synergies and initiating joint activities and innovations;
 - the collection and analysis of quantitative and qualitative data;
 - scientific support to e-waste related implementation and training projects;
 - the development and acquisition of projects;
- Ability to work independently, but contributing to a good team environment;
- Interpersonal and communication skills to interact effectively with people of different national and cultural backgrounds.
- Fluency in in both oral and written English;
- Willingness to frequently travel internationally;
- General computer proficiency (Microsoft Word, Excel, Outlook, PowerPoint) and Content Management Systems (e.g. WordPress etc.) desired;

Applications from suitably qualified women candidates are particularly encouraged.

Remuneration & Duration of Contract:

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

The successful candidate shall work part-time under a Personal Service Agreement (PSA) for a fixed period of 12 months with the possibility of renewal. The combined duration of appointments under a PSA shall not exceed 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.

Starting Date:

As soon as possible (preferably in March 2018)

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 (2018/UNU/ViE/SCYCLE/PSA/RA/08).