



UNITED NATIONS
UNIVERSITY

Bonn, Germany

VACANCY ANNOUNCEMENT

Insurance Associate (Personnel Service Agreement - PSA)

Organizational Unit	:	United Nations University - Institute for Environment and Human Security (UNU-EHS)
Reference Number	:	2018/UNU/EHS/PSA/IA/13
Applications to	:	hrbonn@vie.unu.edu
Closing Date	:	25 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>.

United Nations University Institute for Environment and Human Security (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.

Munich Climate Insurance Initiative (MCII): The MCII was initiated as a charitable organisation by representatives of insurers, research institutes and NGOs in April 2005 in response to the growing realization that insurance solutions can play a role in adaptation to climate change, as suggested in the Framework Convention and the Kyoto Protocol. This initiative is hosted at the United Nations University Institute for Environment and Human Security (UNU-EHS). It is focused on developing solutions for the risks posed by climate change for the poorest and most vulnerable people in developing countries. MCII provides a forum and gathering place for insurance-related expertise applied to climate change issues.

For more information visit: www.climate-insurance.org

Responsibilities: Under the authority of the Director of UNU-EHS and guidance of the Executive Director of MCII as well as the MCII Insurance Advisor, the successful candidate will be entrusted with the following tasks related to the work of MCII:

- Coordinate with and effectively support the insurance advisor in the successful implementation of insurance related project tasks.
- Develop and implement key components relevant to MCII's policy guidance and implementation approach. This includes inter alia the establishment of insurance specific performance indicators and the development, feasibility testing and piloting of climate risk insurance concepts.
- Facilitate project related reporting documents, prepare advisory group meetings and other project management tasks. Keep minutes of project meetings.
- Maintain product performance dashboards.
- Assist and contribute to the creation of knowledge management products.
- Prepare project related events and meetings.
- Prepare (as and when needed) field missions, research visits etc.; facilitating the outreach to relevant stakeholder incl. private sector.
- Ensure timely preparation and submission of inputs to meet reporting requirements.
- Further tasks as agreed to reduce the work-load of the MCII Executive Director and the MCII Insurance Advisor.

Required Qualifications and Experience:

- Master degree in Insurance and Finance or related.
- Proven professional experience in the fields of insurance, micro-insurance and/or catastrophic risk management with private sector experience in a developing country context.
- Deep technical understanding of insurance products and operations. Understanding of key innovations in the sector. Knowledge about climate risk insurance and relevant policy processes.
- Minimum of three years of working experience.
- Strong team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent communication skills with fluency in spoken and written English, German-speaking desired.
- Talent for organization and ability to deliver high quality results even in times of high work- & time pressure.

Applications from suitably qualified women candidates are particularly encouraged.

Remuneration:

Remuneration will be commensurate with qualifications and experience.

Duration of Contract:

The successful candidate shall work under a Personal Service Agreement (PSA) for a fixed period of twelve (12) months with the perspective 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 April 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/EHS/PSA/IA/13).