New York, USA

VACANCY ANNOUNCEMENT

Chief Operations Officer
UN University Centre for Policy Research (UNU-CPR)
(Fixed Term Appointment (FTA) – P-3)

Organisation Unit: United Nations University – Centre for Policy Research (UNU-CPR), newly re-opened in New York

Reference Number: 2018/UNU/CPR/FTA/COO/21

Application to: coo_p3@unu.edu

Closing date: 13 April 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.

About UNU Centre for Policy Research (UNU-CPR)

UN University’s Centre for Policy Research in New York is an independent think tank within the United Nations system. We combine research excellence with deep knowledge of the multilateral system to generate innovative solutions to current and future global public policy challenges.

This work has been recognized and directly incorporated into key UN reform processes, including

For more information on UNU-CPR and its work, please visit http://cpr.unu.edu.

About you

The Chief Operations Officer (COO) will work closely with the Director of the Centre for Policy Research (CPR), serving as the Director’s primary deputy on all finance, administration, Human Resources and operational matters and managing personnel responsible for the back-office support functions across the Centre. S/he will also play a representational role.

Responsibilities

Representational role

The COO will serve as the primary deputy for the Director in representing the University into the UN system. Under the Director’s supervision and direction, the COO may:

- serve as a strategic liaison between UNU Institutes and researchers, including the UNU Migration Network, and ongoing intergovernmental and interagency discussions at the UN in New York, notably the negotiation of and implementation of the Global Compact on Migration;

- represent UNU in formal appearances before the Economic and Social Council, Advisory Committee on Administrative and Budgetary Questions, and General Assembly’s Fifth Committee;

- working with the Advisor to the Director, oversee the coordination of UNU inputs into cross-UN reporting;

- substitute for the Director in participation at the UNU Academic Council of Directors, UNU Council or otherwise;

- represent CPR at official and informal meetings, events, receptions, conferences and workshops.
**Operational role**

Working under the supervision and oversight of the Director, the COO will:

- manage personnel responsible for the back-office support functions across the Centre, including: finance and administration including procurement and Human Resources support; event management; and communications management;

- working closely with UNU Centre’s Finance & Administration team, oversee the daily administration of all financial, accounting and budgetary matters across the Centre’s budget, including: contract negotiation and management, legal review and sign-off; procurement workflow including approval of requisitions and purchase orders; cash flow, accounts and budget monitoring and reporting: and exercising delegated financial authority if any;

- ensure effective administration of the CPR office(s), including stocking, inventory, reception, telephony, lease management, and any related matters;

- working closely with UNU Centre’s Human Resources team, and with UNDP Human Resources personnel as needed, be responsible for the daily administration of all HR-related functions at UNU-CPR, including personnel contract management; planning, approval and recording of leave entitlements; administration of other entitlements including insurance coverage; and performance appraisal processes;

- supervise CPR’s Communications Manager and Events Manager, and ensure effective integration of UNU-CPR communications and events with its research functions and execution of CPR strategy;

- provide support to the Director in preparing and pitching fundraising proposals;

- and any other related operational duties as required for the effective functioning of CPR.

**Required qualifications and experience**

- An advanced university degree (master’s or equivalent) in public policy, political science, or the humanities;
- At least five (5) years of progressively responsible experience in international relations, political affairs, conflict resolution, or economic development;
- Knowledge of and strong networks within UN institutions and policy-making, especially as they relate to multilateral negotiation and migration;
- Proven excellence in writing, editing and communication;
- Experience providing close support to senior members of a think tank, UN entity or research organization;
- The ability to interact with colleagues and others of diverse cultural backgrounds;
• Fluency in English (fluency in at least one other official language of the United Nations is desirable);
• Excellent team player with strong interpersonal skills and ability to work in a multi-cultural environment, with demonstrated sensitivity and respect for diversity and gender.
• UNU is committed to building a pluralistic and culturally diverse personnel. Applications from suitably qualified women candidates are particularly encouraged.

Remuneration

The position is a P-3 fixed term appointment and will be remunerated in accordance with the relevant UN salary scale.

The post carries the standard set of United Nations benefits and entitlements for international positions in the UN Common Systems, including participation in the United Nations Joint Staff Pension Fund, the possibility of participation in a health insurance programme, education grant for eligible children, removal expenses and home leave.

For more specific information please visit http://www.un.org/Depts/OHRM/salaries_allowances/index.html.

The Rector of UNU reserves the right to appoint a candidate at a level below the level advertised.

Duration of contract

This is a full-time, fixed-term appointment. The period of initial contract would be for a one-year term with the likelihood of renewal on a rolling fixed-term appointment basis, subject to requirements and satisfactory work performance.

The combined duration of appointments with United Nations University (UNU) shall not exceed six (6) years. The mandatory retirement age in the United Nations is 65 years. 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.

Location: New York

Starting date:

1 June 2018
Application Procedure:

Interested applicants should submit their applications by email to coo_p3@unu.edu and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a single piece of published writing solely authored by the candidate, demonstrating their analytical capacities on issues pertaining to global development;
- A completed and signed [UNU Personal History (P.11)](https://unu.edu) downloadable from [UNU website](https://unu.edu). Please avoid using similar forms provided by other United Nations organizations;
- An updated curriculum vitae;
- Full contact information of three (3) referees; and
- an indication of the reference number of the vacancy announcement (2018/UNU/CPR/FTA/COO/21)

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)