



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT
Accra, Ghana

VACANCY ANNOUNCEMENT

Research and Administrative Assistant (Personnel Service Agreement - PSA)

- Organizational Unit** : United Nations University - Institute for Natural Resources in Africa (UNU-INRA)
- Reference Numbers** : 2018/UNU/INRA/PSA/RAA/32
- Applications to** : recruit-inra@unu.edu

By Post:

Finance and Administrative Officer, UNU-INRA, Private Mail Bag, Kotoka International Airport, Accra, Ghana.

By Courier:

Finance and Administrative Officer, UNU-INRA
2nd Floor International House, Annie Jagge Road
University of Ghana Campus, Legon
Accra, Ghana

- Closing Date** : 15 May 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.

UNU-INRA Objectives

The United Nations University Institute for Natural Resources in Africa (UNU-INRA) is one of fifteen Research and Training Centres and Programmes (RTC/Ps) established by UNU worldwide. The mission of UNU-INRA is to strengthen the capacity of Africa's universities and research institutions to conduct research and produce well-trained, well-equipped and motivated individuals, capable of developing, adapting and disseminating technologies that advance food security, promote conservation and efficient use of the continent's natural resources for sustainable development. For more information please visit www.inra.unu.edu.

We are currently looking for an outstanding individual with strong commitment and the potential to bring a significant contribution to the activities of UNU-INRA.

Responsibilities

Reporting to and under the supervision of the Director of UNU-INRA, the Research and Administrative Assistant will:

- Work in close collaboration with UNU-INRA project and administrative staff to provide day-to-day project and administrative support.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintains files (both paper and electronic) and databases for work unit.
- Provides guidance to less experienced staff on general office processes and procedures, computer applications, etc.
- Perform any other administrative and research-related duties as may be assigned.

Required qualifications

- Minimum Bachelors of Science Degree in Administration, Natural Resources Management or Environmental Sciences
- At least two years working experience in successful implementation of programs in public, donor funded programs, private or NGO sectors. Preferably in an international environment.
- Excellent interpersonal, and leadership skills, demonstrate the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Ability to work with minimum supervision and with own initiative in a complex environment with multiple tasks and intense pressure to perform
- Ability to carry out office administrative responsibilities, and make project implementation arrangements.

- Good writing, presentation and communication skills; and demonstrated experience in organizing training workshop and conference activities.
- Good working knowledge of English is essential; knowledge of French would be an advantage.
- Proficiency in MS Office Applications (MS Word, Excel, PowerPoint and Outlook). Good Excel spreadsheet skills and experience in using ERP systems like PeopleSoft Financials system is advantageous.

Remuneration

Remuneration will commensurate with academic qualifications and experience.

Duration of contract

This is a full time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU-INRA, with the possibility for contract renewal subject to satisfactory work performance.

This is a locally recruited post; no relocation expenses or allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations. UNU does not sponsor a working visa for this position.

Starting date

By September 1, 2018.

Application Procedure

Interested applicants should submit their applications, preferably by e-mail to: recruit-inra@unu.edu or mail, and must include the following:

- a cover letter setting out how 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 [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- a full contact information of three referees; and an indication of the reference number of the vacancy announcement 2018/UNU/INRA/PSA/RAA/32.

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).