



UNITED NATIONS  
UNIVERSITY

Bonn, Germany

## VACANCY ANNOUNCEMENT

### Project Manager - Waste Force (Personnel Service Agreement - PSA)

<b>Organizational Unit</b>	:	United Nations University - Vice-Rectorate in Europe (UNU-ViE), Sustainable Cycles (SCYCLE) Programme
<b>Reference Number</b>	:	2018/UNU/ViE/SCYCLE/PSA/PM/48
<b>Applications to</b>	:	<a href="mailto:hrbonn@vie.unu.edu">hrbonn@vie.unu.edu</a>
<b>Closing Date</b>	:	18 June 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 the Project Manager will provide support to the UNU-ViE SCYCLE's team with WasteForce project assignments.

His/her tasks will include among others:

- Assume overall management of UNU project activities including: budgetary and human resources management, handling coordination and supervision of deliverables, coordination with external partners, and reporting to the leading agency (IMPEL);
- Undertake the strategic planning and implementation of the overall project activities in coordination with the leading agency (IMPEL);
- Coordination of the project High Level Advisory Board;
- Lead and coordinate in planning and organizing of workshops, seminars, conferences, and other events as well as publications envisaged in the project;
- Handle project-related correspondence and regular contacts with UNU project team members and project partners through teleconferences, video conferences and field visits;
- Perform other duties as may be assigned by the Director of UNU-ViE SCYCLE.

## **Required Qualifications and Experience**

- At least a Master's degree in Law, Political Sciences, Development studies or similar fields.
- At least ten (10) years of experience working for a UN organization in research, training and project management;
- Previous experience in: management of multi-partners international programs, coordination and organization of conferences and trainings, and logistical and financial arrangements;
- Strong research management skills and experience in environmental and waste-related issues are desirable;
- Knowledge of the UN financial and administrative system will be considered an added advantage;
- 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 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 October 2018)

## **Application Procedure**

Interested applicants should submit their applications by e-mail (to [hrbonn@vie.unu.edu](mailto: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/PM/48).