



**LOCAL RECRUITMENT
Caracas, Venezuela**

VACANCY ANNOUNCEMENT

**JUNIOR ASSISTANT TO THE COORDINATOR
(Personnel Service Agreement - PSA)**

Organizational Unit	:	United Nations University - Programme for Biotechnology in Latin America and the Caribbean (UNU-BIOLAC)
Reference Number	:	2018/UNU/BIOAC/PSA/JAC/50
Applications to	:	applications.unu.biolac@gmail.com
Closing Date	:	open until the position is filled

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 – Programme for Biotechnology in Latin America and the Caribbean (UNU-BIOLAC):

Located in Caracas, Venezuela, UNU-BIOLAC was established in 1988. UNU-BIOLAC is a capacity development programme in biotechnology which belongs to the UNU system.

The programme's main goal is to provide tools to facilitate the training and research in biotechnology thus contributing to the economic and social development of the Latin American region. These actions are taken keeping a balance between science, technology and modern society.

The creation of UNU-BIOLAC was considered as a first step in the establishing of an international institute for the development of biotechnology in Latin America and the Caribbean with headquarters located in Venezuela.

Responsibilities:

Under the supervision of the UNU-BIOLAC Coordinator, and in close cooperation with the Senior Assistant to the Coordinator, the Junior Assistant will assist in the operative tasks of the office, such as:

- Planning of agenda and travel of the Coordinator;
- Procurement, execution and follow up of payments of utilities, maintenance personnel and other office related services;
- Preparation of Petty Cash;
- Maintenance and update of the library and its database;
- Preparation and update of dissemination materials (including website information update);
- Channeling of course and fellowship applications;
- Follow up of the evaluation of applications;
- Collaborate with the Senior Assistant in the implementation of projects and strategies;
- Fulfill duties as a receptionist for visitors and contact center (telephone and email);
- Perform any other duties as may be assigned.

Required Qualifications and Experience:

- Bachelor's Degree in International Affairs or Modern Languages or other related fields;
- Prior administrative experience is desired;
- Communications knowledge> Social media, PR and marketing skills are an asset.
- Knowledge of Microsoft Office programs and tools;
- Excellent interpersonal relations, ability to easily work and communicate with others, especially with people with multi-cultural backgrounds;
- Excellent communication skills with fluency in both oral and written English and Spanish. Knowledge of other United Nations official languages is an asset.

Duration of Contract:

This is a full-time employment on a Personnel Service Agreement (PSA) with UNU-BIOLAC. The Junior Assistant to the Coordinator will work from Monday to Friday on an eight-hour basis (full-time). Initial appointment will be for six (6) months with the possibility of renewal subject to satisfactory work performance.

This is a locally recruited post; no relocation expenses or allowances apply. Applications from suitably qualified candidates are particularly encouraged.

Starting Date:

As soon as possible.

Application Procedure:

Interested applicants should submit their applications by email to (applications.unu.biolac@gmail.com), 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 United Nations University website at <http://unu.edu/about/hr>. Please avoid using similar forms provided by other United Nations organizations;
- documents that support language proficiency in English
- documents that support work experience provided in the curriculum vitae;
- full contact information of three (3) referees; and
- as the subject of the application email, input the reference number of the vacancy announcement.