LOCAL RECRUITMENT
Dresden, Germany

VACANCY ANNOUNCEMENT

Student Assistant – Information and Communications Technology (ICT)
Contract for Individual Contractor (CIC)

Organizational Unit: United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)

Reference Number: 2018/UNU/FLORES/CIC/ICT/54

Applications to: By Post:
United Nations University
International Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
Ammonstrasse 74
Dresden, 01067 (Germany)

By E-mail: hrflores@unu.edu

Closing Date: 10 July 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 Integrated Management of Material Fluxes and of Resources (UNU-FLORES)

The mission of UNU-FLORES is to contribute to the development of integrated and sustainable management strategies for the use of water, soil and waste resources in particular in developing and emerging countries in scientific, educational, managerial, technological and institutional terms. Potential issues of focus include: urban water management, nutrient cycles and budgets, methods for reclamation and rehabilitation of degraded sites, site-specific river-basin scale water management, interaction of land use management and water inventory under differing climate conditions, efficient site-adapted waste management strategies, among others. The Institute will develop innovative concepts for target- and region-specific knowledge transfer as well as appropriate methodologies and approaches for postgraduate and professional education. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit http://flores.unu.edu.

Campus Computing Centre (C3)

C3 serves as the technology arm of the United Nations University, providing responsive, user-focused and cost-effective information and communications technology (ICT) solutions that assist UNU and its institutes in successfully achieving their respective missions. In fulfilling this responsibility, C3 is committed to guiding the University’s strategic technology direction and overseeing the coordination and support of ICT in alignment with
the University’s mission and goals. C3’s worldwide teams work round-the-clock and around the globe as one team to deliver reliable services and innovative solutions to the faculty, staff and students.

**Responsibilities:**

Under the authority of the Officer-in-Charge of UNU-FLORES and direct supervision of the Security and ICT Focal Point, the incumbent shall perform the following tasks:

- Support the ICT unit with the general IT security and technical support;
- Support the Management of the System Center Configuration Manager (SCCM);
- Assist in installing / reinstalling computers and laptops using Microsoft Deployment Toolkit or Clonezilla;
- Support the FLORES helpdesk to resolve requests with accurate, timely and efficient solutions;
- Communicate with Campus Computing Centre (C3) in Japan on all ICT matters;
- Collaborate, support, advise and educate end users and team members on the use of services, handling of sensitive data and resolving requests efficiently and effectively;
- Perform user induction for newcomers;
- Creating Manuals and Refining the ICT shared folder with the updated documents and software;
- Support the deployment of new hardware in the Server room;
- Take over any other duties as may be assigned or required.

**Required Qualifications and Experience:**

- is currently pursuing or has recently (within the last 6 months) completed postgraduate studies (master’s degree or equivalent), or is in the final year of the first university degree programme (bachelor’s level or equivalent)
- Proven experience related to computing and system administration;
- A good 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;
- Fluency in oral and written English is required and German language skills will be considered a strong asset.

**Remuneration:**

Remuneration will be commensurate with qualification and experience of the successful candidate.

**Specifications of Contract:**

This is a part-time employment (orientation: 16h per week) on a six (6) months Contract for Individual Contractor (CIC) with UNU-FLORES, with a possibility for extension subject to fund availability and satisfactory work performance. The combined duration of CIC appointments shall not exceed nine (9) months.

The successful candidate will be based in Dresden, Germany and will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations.

Applications from suitably qualified woman candidates and those from developing countries are particularly encouraged.

**Starting Date:** as soon as possible

**Application Procedure:**

Interested applicants should submit their applications by email to hrflores@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;
- the email and the application must also indicate the reference number of the vacancy announcement 2018/UNU/FLORES/CIC/ICT/54

Please note that only short-listed candidates will be notified.
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)