Bonn, Germany

VACANCY ANNOUNCEMENT

Travel and Administrative Assistant
(Personnel Service Agreement - PSA)

Organizational Unit : Programme Support Unit (UNU-EHS)

Reference Number : 2018/UNU/VIE/PSA/TAAS/85

Applications to : hrbonn@vie.unu.edu

Closing Date : 25 November 2018

United Nations University Objectives:
The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information, please visit http://unu.edu.

United Nations University-Institute for Environment and Human Security (UNU-EHS)
UNU-EHS, established in December 2003, is part of the UNU system, a worldwide network of Research and Training Institutes. Its mission is to advance human security through knowledge-based approaches to reducing vulnerability and environmental risks. For more information, please visit www.ehs.unu.edu.

Responsibilities:
Under the overall authority of the Director of UNU-EHS and the direct supervision of the Finance and Administrative Officer, the incumbent shall assist in day to day operations of Travel administration and programme support services as related to third party funded academic research projects. The specific tasks would include:

- Assist financial operations in accordance with UNU’s policies, United Nations Financial Rules and Regulation (UNFRR) and established operational procedures, and ensure that proper and accurate accounting records are well-maintained;
- Coordinate mission travel, including the review of travelers’ Duty Travel Plans (DTPs) prior to submission to Certifying Officer (CO); input and process travel requisitions, including payment of travel advances and process post mission travel claims and other reimbursements (F10s);
- Liaise between academic sections and finance and administration unit on project and operational areas requiring additional support;
- Support the administration and financial operations of PACET projects particularly Water and Energy Security (WESA);
• Provide academic sections with planning, budgeting, organization and preparation of events such as meetings, workshops, field research, and other support as required;
• Assist in processing project related expenditures in ERP system;
• Contribute to initiatives to improve workflow and streamline financial processes to enhance efficiency and productivity (Travel and Expense Module);
• Any other duties as may be assigned or required.

Required Qualifications and Experience:

• Completed secondary education. A first (or higher) level university degree in business administration, human resource management, finance, or a related field will be considered an asset.
• Two (2) years of working experience, ideally touching the functions of Travel administration, finance or programme support related functions,
• Familiarity with UN rules and regulation concerning administration, finance, procurement and/or human resources, would be a distinct advantage;
• Excellent command of English is mandatory, knowledge of German is an Asset;
• Proficient in the use of MS Office applications;
• Experience in using Oracle PeopleSoft or any other ERP system is highly desirable;
• 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
• Good communication and interpersonal skills, Excellent time management skills, forward planning, with the ability to work under pressure and with minimal supervision;

Remuneration:
Remuneration will commensurate with qualifications and experience.

Duration of Contract:
This is a full-time employment on a one (1) year Personnel Service Agreement (PSA) contract with the possibility of renewal subject to requirements and satisfactory work performance and fund availability, with the combined duration of appointments not exceeding six (6) years.

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 is he/she a “staff member” as defined in the United Nations Staff Rules and Regulations.

Applications from suitably qualified female candidates are particularly encouraged.

Starting Date: As soon as possible.

Application Procedure:
Interested applicants should submit their applications (in English) by e-mail (to 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/PSA/TA/A/85)

Short listed candidates may be required to take written test conducted online prior to interview.