INTERNATIONAL RECRUITMENT
Guimarães, Portugal

VACANCY ANNOUNCEMENT

Research Assistant (part-time)
(Consultant contract - CTC)

Organizational Unit  :  United Nations University Operating Unit on Policy-Driven Electronic Governance (UNU-EGOV)
Reference Number    :  2019/UNU/EGOV/CTC/RA/09
Applications to      :  egov-recruitment@unu.edu
Closing Date         :  10 February 2019

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.

Operating Unit on Policy-Driven Electronic Governance (UNU-EGOV)

The central purpose of the United Nations University Operating Unit on Policy-Driven Electronic Governance (UNU-EGOV) is to support the Member States of the United Nations in transforming the mechanisms of governance and building effective governance capabilities through strategic applications of Information and Communication Technologies (ICT) to contribute to sustainable development, social inclusion and active citizenship.

In fulfillment of its purpose UNU-EGOV:

- carries out policy-relevant research;
- translates research findings into relevant policy instruments;
- builds capacity in localizing and applying such instruments within and among governments, the UN system, academic and other relevant organizations;
- builds and maintains research and policy networks to share the lessons learnt, foster mutual learning, and bridge research and policy worlds; and
- monitors, evaluates and disseminates the latest developments in the area.

For more information please visit http://egov.unu.edu.
Are you interested in the digital transformation of the public sector and society at large? Do you have research and analytical skills combined with excellent English skills? If so, we may be looking for you.

UNU-EGOV is currently recruiting a research assistant on a part-time basis (20 hours per week). As a research assistant you will contribute to our research projects and activities. If successful, you will join international and multi-disciplinary project teams supervised by UNU-EGOV staff and comprising research, academic and government fellows.

You will primarily assist with academic research, the synthesis of findings and other related project tasks. You will be working closely with project managers. Tasks and responsibilities will include:

- Conduct multi-disciplinary desk and field research;
- Help organize and conducting semi-structured interviews;
- Help organize and conduct workshops, including reporting;
- Help develop drafts of good practice cases;
- Translate research results into relevant policy instruments and recommendations;
- Help draft project deliverables including quality assurance, in English, of written project deliverables;
- Help draft key publication research results as blog entries, in leading journal and conference series; and
- Contribute to further development of UNU-EGOV.

With a particular focus on digital transformation and technology, your research interests should be aligned to two or more of the following topics:

1. Governance and cross-governmental cooperation models for digital transformation of the public sector;
2. Legal and regulatory frameworks governing the digital transformation of the public sector including emerging technology and concepts, privacy and security;
3. Technical ecosystems and frameworks within the public sector;
4. Sustainable funding and benefit realization models;
5. Project and programme management models;
6. Stakeholder identification and analysis;
7. Human and institutional capacity development;
8. International benchmarking.

For more information about our research please visit our [website](#).

**Required qualifications and experience:**

- Bachelor degree in Informatics, Information Systems, Public Administration, Public Policy, Development Management, Economics, Communication Sciences, Sociology, Law or a related discipline. Master or PhD students in these fields willing to work part-time are welcome to apply;
- Experience with drafting publications related to technology, governance and development;
- Excellent spoken and written English (ideally native speaker);
- Right to work in the European Union.
**Competencies:**

- Ability to work in a team and result-orientation;
- Excellent organizational and communication skills;
- Ability to work in multi-cultural and multi-ethnic environment;
- Dedication to the core UN values – integrity, professionalism and respect for diversity.

UNU-EGOV is an equal opportunity organization with women candidates particularly encouraged to apply. Applications are also welcomed from outside Portugal.

**Conditions of employment:**

The successful candidate shall work under a Consultant Contract (CTC) for a fixed period of 10 months. The successful candidate will be based in Guimarães, Portugal and will not hold international civil servant status nor will he/she be a “staff member” as defined in the United Nations Staff Rules and Regulations.

Remuneration will be EUR 500 per month (before tax) based on a part-time position of 20 hours per week. If relevant, flexibility will be given in relation to the successful candidates’ studies and exam schedule (pre-agreed with UNU-EGOV). Any payable taxes, medical and life insurance related to services resulting from sickness and accident during the stay at UNU-EGOV will be the applicant’s own responsibility.

Note: Considered the birthplace of Portugal, Guimarães is located in the densely populated northern part of Portugal (approx. 40 km from Porto and 20 km from Braga the second and third largest cities). The European City of Culture in 2012, the old town of Guimarães is a UNESCO heritage site and have a vast array of cultural and social offers. Portugal has one of the lowest costs of living in the European Union.

**Starting Date:**

As soon as possible (1 March 2019)

**Applications Procedure:**

Interested applicants should submit their applications (in English) by email to egov-recruitment@unu.edu indicating the reference number of the vacancy announcement (2019/UNU/EGOV/CTC/RA/09) and must include the following:

- a short motivation letter (max one page);
- a curriculum vitae;
- completed and signed [UNU Personal History (P.11)](https://www.unu.edu) form downloadable from the [UNU website](https://www.unu.edu). Applicants must indicate in section 28 how their experience matches the requirements of the position and to which of the research areas identified above they would like to contribute to. Please avoid using similar forms provided by other United Nations organizations.

**Requests for information:**

UNU-EGOV
Campus de Couros, Rua de Vila Flor 166, 4810-445 Guimarães
Portugal
Tel.: +351 253 510852
Email: egov-recruitment@unu.edu