



LOCAL RECRUITMENT Dresden, Germany

VACANCY ANNOUNCEMENT

Executive Assistant (Personnel Service Agreement (PSA))

- Organizational Unit** : United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
- Reference Number** : 2019/UNU/FLORES/PSA/EA/10
- 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** : 03 March 2019

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 furtherance of 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 Integrated Management of Material Fluxes and of Resources (UNU-FLORES):

The mission of UNU-FLORES is to contribute, through research, capacity development and dissemination of knowledge, to the resolution of pressing challenges in the area of sustainable use and integrated management of environmental resources (water, soil and waste), particularly in developing and transitional countries. It aims to serve within the UN as the think-tank on resources management and be internationally recognized as major hub and intellectual focal point promoting integrated management strategies addressing in particular the needs of developing and emerging countries. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit <http://flores.unu.edu>.

Responsibilities:

Under the authority and direct supervision of the Director of UNU-FLORES the incumbent shall perform the following tasks:

- Provide secretarial and administrative assistance to the Director;
- Managing the time schedule of the Director including establishing/arranging appointments, maintaining Director's calendar, receiving and directing visitors, placing and screening calls and answering queries;
- Facilitating timely flow of documents/communication/messages to and from the Director;
- Provide coordination and logistical support for meetings of the Director within and outside of the organisation;
- Assist in drafting and disseminating diverse internal communication, meeting minutes and routine correspondences;
- Handling and maintaining policy and general management files including all correspondences;
- Maintaining file of all outgoing and incoming correspondences of the Director;
- Compile and summarize background materials for use in preparation of reports, briefs, speeches;
- Perform other duties assigned by the Director.

Required qualifications and experience:

- University degree in Business Administration, Management or in a related field, or equivalent qualifications;
- Proven experience in secretarial functions, as administrative assistant, general office support or related area is required;
- Ability to perform a broad range of administrative functions under minimal supervision, to identify priorities on activities and assignments and to take initiatives;
- Excellent organizational and time management skills;
- Highly proactive and motivated in coordinating monitoring and adjusting plans and/or necessary actions;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Ability to remain calm in stressful situations and to show persistence when faced with difficult challenges;
- 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;
- Excellent written and verbal communication skills in English is required;
- Proficient in the usage of office software applications (MS Word, Excel, PowerPoint, Trello) required;
- Tact, diplomacy, discretion and trustworthiness.

Remuneration:

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

Specifications of Contract:

This is a full-time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU-FLORES, with the possibility for renewal subject to fund availability and satisfactory work performance. The combined duration of appointment shall not exceed six (6) years.

The successful candidate will be employed under a personnel service agreement 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:

- A cover letter;
- A curriculum vitae;
- A completed and signed [UNU Personal History \(P.11\) form](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations
- Please insert the following reference number in the subject: 2019/UNU/FLORES/PSA/EA/10

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)