LOCAL RECRUITMENT
Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT

PROGRAMME ASSISTANT II (GS-4)

Organizational Unit : United Nations University-International Institute for Global Health (UNU-IIGH)

Reference Number : 2019/UNU/IIGH/FTA/PA/00046467

Applications to : By Post:
United Nations University -International Institute for Global Health
HUKM Complex, Jalan Yaacob Latiff
Bandar Tun Razak, Cheras 56000 Kuala Lumpur

By Fax: 03 9171 5402
By Email: recruit.iigh@unu.edu

Closing Date : 22 April 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.

United Nations University – International Institute for Global Health (UNU-IIGH):
UNU-IIGH is one of 14 research and training centres that comprise the UNU system. As a UN think tank, the mission of UNU-IIGH is to build knowledge and capacity for decision-making by UN agencies, programmes and member states about global health issues. The aim is to contribute to the development and strengthening of health services policy frameworks and management actions, particularly for people in developing countries, and to support implementation of promotive and preventive approaches to human health. The UNU-IIGH’s research and capacity building in global health relates specifically to informing the policy debates and directions that ensure that in keeping with the Sustainable Development Goals (SDGs) “no one is left behind”.

We are looking for outstanding individuals with a strong commitment to customer service and the potential to bring a significant contribution to the worldwide expansion of UNU’s operations.

For more information please visit http://iigh.unu.edu
Responsibilities:

Under the guidance and direct supervision of the Director, the successful candidate will be entrusted with the following tasks:

- Provides academic programme support services by ensuring that services delivered have the highest quality and accuracy and are consistent at all times;
- Works closely with the academic staff members in UNU-IIGH and also with UNU Centre (Headquarters) with regards to the exchanging of information and supporting academic programme delivery;
- Supports the formulation of programme strategies such as collection, analysis and presentation of information for identification of areas for research and programme formulation/implementation;
- Provides effective support to the management of UNU-IIGH research programme by:
  - Being involved in academic project, preparing budget revision, revising project award and project status, monitoring unutilized funds and the operational and financial closure of a project
  - Presenting information on academic projects for audit purpose
  - Organizing meeting, workshops, training seminars and conferences
  - Providing secretarial and administrative assistance to the Director and programme supervisors, as when required
- Provides administrative support to UNU-IIGH focusing on the following activities:
  - Being involved in the maintenance of the internal expenditure system, including timely corrective actions on un-posted vouchers, including vouchers with budget check errors, match exceptions and unapproved vouchers
  - Responsible to request for budget allotment for academic projects and registration of office related equipment
  - Monitoring of programme budget
- Supports knowledge building and knowledge sharing within UNU-IIGH by focusing on the success of the following results:
  - Participates in training for the operations/academic staff of the programme
  - Contributes to acknowledge networks and communities of practice
- Ensures proper documentation of all programme/project documents (both paper and electronic) including preparation of research papers for publication;
- Performs any other duties as may be required.

Minimum Qualifications and Experience:

- A Bachelor’s Degree or higher in Public Administration areas related to Health and Medicine
- At least two (2) years of relevant working experience in programme support/administrative work, preferably in an international environment. Experience in academic/research institution or non-profit organization is desirable;
- Knowledge of United Nations administrative processes and procedures is desirable;
- High level of computer literacy including MS Office Software and Project Management Software. Knowledge in an Enterprise Resource Planning (ERP) system such as Peoplesoft Financials or any web-based management system is an asset;
- Fluency in both oral and written English is required. Working knowledge of Bahasa Malaysia and/or any other United Nations official languages is an asset;
- A self-starter who is able to multi-task and work under minimal supervision with high level of resilience;
- Result-oriented and self-motivated, with the ability to prioritize work and multi-task;
- Good team player with strong inter-personal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
Remuneration:

Remuneration will commensurate with qualifications and experience according to suitability of candidates, will be within the GS-5 level of the General Service Salary Scale for Malaysia duty station in the United Nations Common System salary scale. For more information please visit: http://www.un.org/Depts/OHRM/salaries_allowances/salaries/malaysia.htm.

The Rector reserves the right to appoint a candidate at a level below the level advertised.

Duration of Contract:

This is a full time fixed-term appointment. The initial appointment shall normally be for a fixed-term of one (1) year with the likelihood of renewal on a rolling fixed-term appointment basis, subject to satisfactory performance. The mandatory age of retirement for United Nations staff is 65 years old.

Staff members of the UNU are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of UNU.

This is a locally recruited position and no relocation allowance applies. Applications from suitably qualified women candidates are particularly encouraged.

Starting Date: As soon as possible

Application Procedure:

Information about how to apply is provided below – please read carefully to ensure that any further inquiries relate to information not already provided. We recommend that applicants review the information on how to apply for jobs with the UN to assist with the submission of a competitive application.

Interested applicants should submit their applications, preferably by email (to recruit.iigh@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 with 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 indicate the reference number of the vacancy announcement 2019/UNU/IIGH/FTA/PA/00046467

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).