



UNITED NATIONS
UNIVERSITY

**LOCAL RECRUITMENT
Dresden, Germany
VACANCY ANNOUNCEMENT**

**Human Resources and Administrative Assistant
(Personal Service Agreement)
Part-time / Full-time position**

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

Reference Number : 2019/UNU/FLORES/PSA/HRA/28

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 : 22 April 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 of the Director of UNU-FLORES and the direct supervision of the Finance and Administrative Officer, the successful candidate shall carry out the following tasks:

1. Human Resources Management

- Assist with administrative tasks related to the human resources of the institute (e.g. recruitment, relocation, performance appraisal, separation procedure, trainings, etc.) and ensure consistency in the application of regulations and procedures;
- Assist with the administration of personnel, consultants and institutional contracts, visiting scholar agreements;
- Create and administer contracts in UNU's ERP system;
- Support the administration of the PhD Programme;
- Handle the administration of the internship programme of the institute;
- Perform other duties as assigned by the supervisor and the director.

2. Budget and Finance

- Assist the Finance and Administrative Officer in financial operations in accordance with UNU's policies, United Nations Financial Rules and Regulation and established operational procedures, and ensure that proper and accurate accounting records are well maintained;
- Assist in accounting services in UNU's ERP system, including accounts payable and accounts receivables;
- Assist in preparing and recording of journal entries according to established procedures;
- Assist with archiving of documents;
- Perform other duties as assigned by the supervisor and the director.

3. Procurement and General Administration

- Assist with procurement activities in general (request for quotation, collection of vendor forms, follow up with vendors, etc.);
- Support with the creation and review of requisitions for goods and services in the ERP;
- Coordinate travel arrangements for internal and external travelers as per UNU travel guidelines and regulations;
- Provide support to the organisation of workshops and conferences (procurement, administration, logistics) when required;
- Support the Asset Management and related reporting activities;
- Support with keeping the newcomer booklet up to date;
- Ensure accuracy and completeness of supporting documents and maintain electronic and physical records;
- Perform other duties as assigned by the supervisor and the director.

Required qualifications and experience:

- High School Diploma or equivalent (e.g. completion of German A-Levels (Abitur)) is required. Candidate with a (first) university degree in business administration, finance and accounting, human resources, procurement or in a related field is highly desirable;
- A minimum of three (3) years of professional work experience in the related areas is required;
- Excellent communication skills with fluency in both oral and written English; Knowledge of German and another UN official language would be an asset;
- Ability to work under minimal supervision, to identify priorities and to take initiatives;
- Knowledge of the UN system or other International Organisations would be an asset;
- Proficiency in the use of MS Office applications (MS Word, Excel, Power Point etc.);
- A good team player with strong interpersonal skills demonstrated by the ability to work in a multi-ethnic environment with sensitivity and respect for diversity and by the ability to maintain a healthy workplace environment.

Remuneration:

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

Specifications of Contract:

This position is being offered as either a part-time or full-time employment for 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 organisations
- Please insert the following reference number in the subject: 2019/UNU/FLORES/PSA/HRA/28

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)