Bonn, Germany

VACANCY ANNOUNCEMENT

Programme Associate
(Personnel Service Agreement – PSA)

Organizational Unit : United Nations University - Institute for Environment and Human Security (UNU-EHS)

Reference Number : 2019/UNU/EHS/PSA/PA/32

Applications to : hrbonn@vie.unu.edu

Closing Date : 21 May 2019

United Nations University Objectives:
The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching, 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 www.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.

PACET
The Pan African Cooperation and Educational Technologies (PACET) section at UNU-EHS aims to strengthen research, educational and institutional capacities of UNU-EHS in Africa. The program fosters cooperation between UNU and African institutions in higher education, research, policy and practice to develop innovative methods and appropriated solutions to address challenges particularly in the frame of the Agenda 2063 of the African Union and the Sustainable Development Goals (SDGs).
In the framework of projects, such as: Higher Education Cooperation with PAUWES, WESA (Water and Energy Security in Africa), RARSUS (Risk Assessment and Reduction strategies for Sustainable Urban Resource Supply in Sub-Saharan Africa), GlobeDrought characterizing drought and risk impact, CLIMAFRI on the implementation of climate-sensitive adaptation strategies to reduce the flood risk in Togo and Niger, PACET leverages digital technologies to strengthen educational and research capacities of UNU-EHS, its partner institutions as well as scientists and practitioners at a global scale.
Responsibilities:
Under the overall authority of the Director of UNU-EHS and the direct supervision of the Head of the PACET section and the WESA project coordinator, the chosen candidate will principally be responsible for the following:

- Support in the planning, organization and post documentation of a Pan African networking, Research-to-Practice conference in Africa. Support the communication and dissemination of results of PAUWES related projects.
- Support the administrative and financial operations of PAUWES related projects in accordance with UNU’s policies, United Nations Financial Rules and Regulations (UNFRR), established operational procedures, and ensure that a proper and accurate accounting records are maintained.
- Assist the program support staff in monitoring finance and budgetary status of projects and provide officers responsible with information as required; Support the preparation of financial reports in accordance with the terms and conditions of donor contracts in the frame of PACET projects.
- Support the development of concepts and the writing process for the acquisition of third-party funding in the areas of renewable energy and climate change nexus.
- Support the establishment and maintenance of networks and relationship with other Pan African Institute, centre of excellence in Africa, Pan African and international actors and institutions active in the areas of energy and climate change nexus.
- Support in the planning, organization and post documentation of educational events and meeting/workshop: webinars and online lectures, online and traditional summer school and block courses, online training courses in the frame of PAUWES related projects.
- Take up other related duties as required.

Qualifications and Experience Requirements:

- Master’s degree in environmental sciences, Environmental Management, Economics, Business administration, Political science, Geography Social Sciences, natural sciences or another relevant field. A background in renewable energy will be considered as an asset.
- Working experience with minimum of two (2) year in educational and institutional management preferably in an international and multi-cultural environment
- Experience in project administration and financial management
- Ability to work independently and maintain effective working relationships with people of different national and cultural backgrounds,
- Experience in the planning, organization and post documentation of conference, educational events and strategic meetings
- Experience in communication, management and administration of online Community of Practice
- Excellent command of French and English. German language capacity will be considered an asset.
- Working experience in Africa is an advantage
- willingness to travel in the region

Applications from suitably qualified female candidates are particularly encouraged.

Remuneration:
Remuneration will be 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 possibility for renewal subject to satisfactory work performance and availability of funds, with the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor be a “staff member” as defined in the UN Staff Rules and Regulations.

Starting date:
As soon as possible

Application Procedure:

Interested applicants should submit their applications 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 completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at http://www.bonn.unu.edu/article/read/job-vacancies. Please avoid using similar forms provided by other United Nations organizations;
- an indication of the reference number of the vacancy announcement (2019/UNU/EHS/PSA/PA/32).