



UNITED NATIONS
UNIVERSITY

Bonn, GERMANY

VACANCY ANNOUNCEMENT

Programme Assistant (Personnel Service Agreement - PSA)

Organizational Unit	:	United Nations University – Vice-Rectorate in Europe (UNU-ViE) & United Nations University – Institute for Environment and Human Security (UNU-EHS)
Reference Number	:	2019/UNU/EHS/PSA/PA/47
Applications to	:	hrbonn@vie.unu.edu
Closing Date	:	26 June 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 Sustainable Development Goals, 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>.

The **United Nations University Vice-Rectorate in Europe (UNU-ViE)** concentrates on relationships between advancing science and technology for human security. In addition to its scientific core mandate, it administers the central units providing service to five UNU entities in Bonn. The central administration units include Finance, Human Resources, Information Communication Technology, Communication Services, Procurement and General Administration. These units also assist with the administration of new UNU initiatives in Europe and Africa. For more information on the organization, please visit: <https://ehs.unu.edu/>

The **United Nations University Institute for Environment and Human Security (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.

This position is split between the Communication Unit of UNU-ViE and the Executive Office of UNU-ViE and UNU- EHS.

The **Communications Unit** provides strategic communication services for all UNU entities based in Bonn with an overall priority on the UNU Institute for Environment and Human Security (UNU-EHS).

The **Executive Office** provides support to both the UNU Vice-Rector in Europe and the UNU-EHS Director in their daily activities, and oversees the coordination of several institutional events and activities.

Responsibilities:

Under the authority of the Vice-Rector of UNU-ViE and the Director of UNU-EHS, and the guidance of the Head of the Communications Unit and the Head of the Executive Office, the successful candidate will be entrusted with the following tasks related to the work of the Communications Unit and the Executive Office:

- Provide administrative support to the communication sections;
- Proof-reading and copy-editing reports and communication materials;
- Continuously update UNU-EHS publications in the central publication repository;
- Provide support in updating the website and producing content for social media channels;
- Conduct media monitoring for UNU-EHS on a continual basis;
- Support the communication team in various reporting tasks;
- Support the preparation and implementation of institutional events;
- Assist with managing data entries into a centralized contact database;
- Supporting the daily operations of the Executive Office;
- Carry out any other tasks as requested by the Communications Unit or Executive Office.

Required Qualifications and Experience:

A Bachelor' degree in the Social Sciences (Political Science, Communication or European Studies or related fields);

- Excellent command of oral and written English, including experience in proof-reading;
- Strong familiarity with the UN style guide;
- Strong computer skills, especially MS Outlook, Word, Excel, PowerPoint;
- Experience working with CMS system;
- Experience in organizing events;
- Interest in strategic communication and executive office management;
- Strong attention to detail;
- Ability to independently carry out assigned tasks and to manage competing deadlines;
- Strong team player mentality.

Applications from suitably qualified female candidates are particularly encouraged.

Remuneration:

Remuneration will be commensurate with qualifications and experience.

Duration of Contract:

This is a part-time employment (75%). The successful candidate shall work under a Personal Service Agreement (PSA) for a fixed period of six (6) months with the perspective of renewal. The combined duration of appointments under a PSA shall not exceed six (6) years.

This is a locally recruited post and no relocation allowances apply. The duty station will be Bonn (Germany). The successful candidate will be employed under a local contract and will not hold international civil servant status nor is he/she a "staff member" as defined in the United Nations 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 curriculum vitae and a completed and signed [UNU Personal History \(P.11\) form](#) downloadable from the [UNU website](#). 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/47).