Bonn, Germany

VACANCY ANNOUNCEMENT

Programme Associate
(Personnel Service Agreement - PSA)

Organizational Unit: United Nations University - Vice-Rectorate in Europe (UNU-ViE), Sustainable Cycles (SCYCLE) Programme

Reference Number: 2019/UNU/ViE/SCYCLE/PSA/PA/60

Applications to: hrbonn@vie.unu.edu

Closing Date: 23 July 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):
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 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 the following websites: http://ehs.unu.edu/vice-rectorate

SCYCLE Programme:
UNU ViE-SCYCLE is an independent Programme hosted by UNU-ViE in Bonn (Germany). SCYCLE works to enable societies to reduce the environmental load from production, use and the disposal of ubiquitous goods and especially electrical and electronic equipment to sustainable levels by means of independent and both comprehensive and practical research providing more thorough fact bases for policy development and decision making. Therefore, SCYCLE activities are focused on the development of sustainable production, consumption and disposal patterns for electrical and electronic equipment, as well as other ubiquitous goods. SCYCLE leads the global e-waste discussion, is a member of the UN E-waste Coalition, and advances sustainable e-waste management strategies based on life-cycle thinking.

http://scycle.vie.unu.edu
www.globalewaste.org
http://www.ewasteacademy.org
E-waste quantification:
The UNU-VIE-SCYCLE quantifies e-waste flows worldwide and provides fact-based recommendations on how to improve respective policies and e-waste systems. In 2017, an overarching global e-waste monitor has been published and received great media exposure in over 90 countries. To support evidence-based policy making, work has been done for the European Commission (EC), and several national detailed studies have been conducted in the Netherlands, Belgium, Italy, France, Portugal and Romania, to name a few. Further, the expertise and knowledge of SCYCLE will be used to support better and faster understanding of the data world-wide.

The project contributes to the Global E-waste Statistics Partnership, an international initiative to improve the availability and quality of e-waste data and indicators particularly in developing countries. In this partnership, United Nations University (UNU) acts through its Vice Rectorate in Europe hosted Sustainable Cycles Programme (SCYCLE) and cooperates with the International Telecommunication Union (ITU), and the Solid Waste Association (ISWA). Its main objectives are to improve and collect worldwide e-waste statistics. The Partnership will also raise visibility on the importance of tracking e-waste, and deliver capacity building workshops.

Responsibilities
Under the direct supervision of the Director of UNU-VIE SCYCLE and the Senior Programmer Officer, the Programme Associate will provide support to the UNU-VIE-SCYCLE’s team of technical specialists and provide support in preparing a new edition of the Global E-waste Monitor and Regional e-waste Monitors. His/her tasks will include among others:

E-waste quantification and e-waste monitor
- Support collection of data on e-waste statistics, and modelling of e-waste data for the regional and global e-waste monitors;
- Assist with the development of models to analyse the e-waste statistics with respect to economic, environmental, circular economy and societal impact;
- Assist with fundraising;
- Draft substantial parts of the upcoming e-waste monitors;
- Proofread project documents and other publications as required;
- Assist with the organization of conferences and meetings as required;
- Perform other duties as may be assigned by supervisor.
- Updating data and content of the www.globalewaste.org website;
- Assist with the development of publications (e.g. Annual Reports, White Papers) by formatting publications in corresponding templates, registering publications as online- and in-print publications, disseminating publications to pertinent stakeholders etc.;

Required qualifications and experience:
- MSc Diploma or equivalent in Environmental Engineering or Statistics;
- Preferably experience in the waste management area and in the international domain;
- Experience in modelling and data management, preferably in R;
- Experience in database administration and data entry;
- Experience in preparation of publications, presentations and communications
- Experience in working with statistics and data modelling;
- Experience in working with e-waste statistics and e-waste data modelling is regarded as positive;
- Knowledge of life cycle assessment analysis in the context of waste management;
- Oral and written fluency in English;
- Knowledge of other UN languages such as French, Russian, Chinese and Arabic is an asset;
- Experience in planning of work and pro/actively communicate to stakeholders;
- Well-structured, result-oriented, self-motivated and “hands-on” with the ability to prioritize work and
multitask;
• Able to work both collaboratively and independently;
• Interpersonal and communication skills to interact effectively with people of different national and cultural backgrounds.

UNU is an inclusive employer and endeavors to create culture of inclusiveness. Applications from suitably qualified female candidates or underrepresented groups are particularly encouraged.

Remuneration & Duration of Contract:
The successful candidate shall work under a Personal Service Agreement (PSA) with a trial period of three (3) months, for a fixed period initially till Sept 2020 with the possibility of renewal, depending on funding availability. The combined duration of appointments under a PSA shall not exceed six (6) years.

Remuneration will be commensurate with qualification and experience of the successful candidate. The working location will be Bonn, Germany.

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 is he/she a “staff member” as defined in the United Nations Staff Rules and Regulations.

Starting Date:
02 September 2019

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/ViE/SCYCLE/PSA/PA/60).