



UNITED NATIONS
UNIVERSITY

Dresden, Germany

VACANCY ANNOUNCEMENT

PROGRAMME SUPPORT ASSISTANT (Personnel Service Agreement - PSA)

Organizational Unit	:	United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
Reference Number	:	2016/UNU/FLORES/PSA/PSA/69
Applications to	:	hrflores@unu.edu
Closing Date	:	1 September 2016

United Nations University Objectives:

The UNU is an international community of scholars engaged in research, postgraduate training and the dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. The University functions as a think tank for the United Nations system, contributes to capacity building, particularly in developing countries, and serves as a platform for new and innovative ideas and dialogue. For more information please visit <http://unu.edu>.

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

In line with the general mission of UNU to foster sustainable development, UNU-FLORES aims to contribute to the resolution of pressing challenges to the sustainable use and integrated management of environmental resources, such as water, soil and waste. UNU-FLORES strives to advance the development of integrated management strategies that take into consideration the impact of global change on the sustainable use of the environmental resources. To this end, the Institute engages in research, teaching, advanced training, capacity development and dissemination of knowledge. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit <http://flores.unu.edu>.

Structure of UNU-FLORES

UNU-FLORES consists of five academic units:

- Systems and Flux Analysis considering Global Change Assessment
- Capacity Development and Governance
- Water Resources Management
- Soil and Land-use Management
- Waste Management

And the following management support units:

- Office of the Director
- Finance and Administration
- Communications and Advocacy
- ICT

The Dresden Nexus Conference (DNC)

Global Change, SDGs, Nexus Approach

The first of the biennial Dresden Nexus conferences (DNC2015) took place in Dresden, Germany, on 25-27 March 2015, as a follow up of our kick-off workshop on “Advancing a Nexus Approach to the Sustainable Management of Water, Soil and Waste” organized in 2013. With over 350 participants from 65 countries of 5 continents, the inaugural Dresden Nexus Conference (DNC) in March 2015 was a large success. To continue providing an international platform for discussing and debating a Nexus Approach to environmental resources management, UNU-FLORES, the Technische Universität Dresden and the Leibniz Institute of Ecological Urban and Regional Development (IOER), is organizing DNC2017. From 17–19 May 2017, once again the DNC 2017 will assemble researchers and implementers (policy- and decision makers) from UN entities, universities, national and international organizations, ministries and governmental agencies, as well as individual experts, and practitioners from the private sector and civil society from around the world to discuss ‘Sustainable Development Goals and the Nexus Approach: Monitoring and Implementation’.

The Joint Doctoral Programme with TU Dresden

UNU-FLORES jointly with TU Dresden has launched a joint Doctoral (PhD) Programme on Integrated Management of Water, Soil and Waste. The first cohort is expected to commence their research from October 2014. Considering that the theme of the joint Doctoral programme is new and unique in the academic world, prospective students are expected to come from a variety of backgrounds. To ensure that the students have an evenly-matched starting point, and also to introduce the basic concepts of the nexus of water, soil and waste, the programme comprises 35 course credits in addition to 175 dissertation credits. This total of 210 credits spans over 7 semesters. The credits are defined in terms of the European Credit Transfer System (ECTS).

All coursework is science-based and all courses require basic knowledge in physics, chemistry and mathematics at undergraduate level. In addition, the courses will also require basic knowledge in social sciences. In line with UNU-FLORES’ research agenda, research topics for dissertations will be focused on solving current challenges related to the nexus of water, soil and waste. Courses will be offered by academic staff at both universities. Doctoral dissertations will also be co-supervised by advisors from both universities. This programme has successfully attracted applications from hundreds of young scientists and three cohorts have been recruited.

Responsibilities:

Under the authority of the Director of UNU-FLORES and direct supervision of the Manager, Office of the Director (OD), the Programme Support Assistant is embedded in the OD providing programmatic and logistical support to the OD and the Academic Units. The successful candidate shall carry out the following tasks:

1. Provide general programmatic support to the OD and the Academic Units:

- Support with organizing internal and external meetings, possibly involving high-ranking officials;
- Provide logistical support to the workshops and meetings organized by the Academic Units including drafting invitation letters, note verbales, arrangement of accommodation, transport, meeting rooms, preparation of the group duty travel plans for meeting participants;
- Support with the management of data accuracy of the research projects in Pelikan;
- Support with the academic project reporting;
- Provide logistical support to the Advisory Committee meeting and other senior level meetings;
- Support with monthly reports of the OD;
- Assist with preparation of powerpoint presentations;
- Take notes and prepare minutes of meetings when required;
- Update the institute's calendar based on the activities of the Academic Units;
- Maintain all files or records (filling system) on various matters and the reference files of various subjects, register, index, and route incoming correspondence and other materials;
- Prepare reference folders, collecting, distributing and archiving documents and background papers;
- Review, record, distribute and/or process mail and other documents; follow-up on impending actions;
- Update and maintain large distribution lists; monitor, prepare and distribute various materials, reports, where possible using electronic formats; handle arrangement for translation as necessary; coordinate shipment arrangements, courier services, etc.;
- Act as alternate front desk attendant as required;
- Assist in the other administrative tasks concerning the OD.

2. Joint PhD Programme Support:

- Support with the overall management of the joint PhD programme;
- Support with the general correspondences and queries of the PhD programme;
- Provide travel support and advice to the PhD researchers;
- Provide administrative support to other educational programmes assigned.

3. Provide logistical support to the Organization of the Dresden Nexus Conference (DNC):

- Participate on behalf of the Manager, OD in the DNC organizing team;
- Organize the meetings of the steering, scientific and organizing committees;
- Provide logistical support for the travel of the meeting participants;
- Contribute to the preparation of respective documents and minutes for these meetings as required;
- Communicate with the participants and provide information on the logistics and programme of the DNC;
- Keep tracking up submissions and registrations and their further documentation.

Required Qualifications and Experience:

- First level university degree (Bachelor's or equivalent) in business administration, regional studies, political science, economics, public policy, public administration, law, education or other related field;
- Minimum one (1) year of professional work experience in a programme/office support function;
- Proficiency in oral and written English and German is required. Knowledge of another UN language would be an asset;
- Ability to work within agreed timelines;
- A good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of the UN or other international organizations would be an asset.

Remuneration:

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

Duration of Contract:

This is a full time employment (40 hours per week) for an initial period of one (1) year (renewal will be subject to performance and funds availability) on a Personnel Service Agreement (PSA) with UNU-FLORES, with the combined duration of appointments not exceeding six (6) years.

The successful candidate will be employed under a local contract 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.

Starting Date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications by email (to hrflores@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;
- **the email subject must comply with the format: Last Name First Name 2016/UNU/FLORES/PSA/PSA/69;**
- A written test may be required to screen the writing ability of the candidate.

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)