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**LOCAL RECRUITMENT  
Dresden, Germany  
VACANCY ANNOUNCEMENT**

**Project Manager  
ICE-CEEC Project in Central Europe  
Personal Service Agreement (PSA) Contract**

- Organizational Unit** : United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
- Reference Number** : 2018/UNU/FLORES/PSA/PM/71
- Applications to** : [hrflores@unu.edu](mailto:hrflores@unu.edu)
- Closing Date** : 30 September 2018
- Contract Duration** : 12 months (with possible extension up to 16 months)

**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 SDGs, 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>.

**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>.

**The ICE-CEEC project**

The project 'Institutionalizing cooperation on resource efficiency in Central and Eastern European States (ICE-CEEC)' aims at submitting joint project proposals to European funding mechanisms in the field of green economy and sustainable resource management under climate change, as a joint effort of four high class research entities in the Czech Republic (European Centre of Excellence CzechGlobe), Germany (TU Dresden and UNU-FLORES), and Poland (WUELS). To achieve this goal, the project plans activities in two funding phases. In phase 1 (month 1-12), a multilateral project consortium shall be built which identifies two EU calls and drafts one project outline. In phase 2



(month 13-16), the main goal is to develop and finalize the research proposal(s) with relevant partners, and to submit the proposal to specific European H2020 programmes and topics. To achieve these goals, the project is to implement goal-oriented workshops, a continuous exchange of partners, the involvement of further partners, as well as an overall project coordination.

### **Responsibilities:**

In the framework of the ICE-CEEC Project the PSA contract holder is sought to perform the following tasks:

- Serve as Project Manager for the ICE-CEEC project;
- Maintain fluid communication with the donors (BMBF/DLR), all project partners (TUD, CzechGlobe, and WUELS) and additional partners;
- Manage expenditures according to the budget and communicate changes in a timely and proactive manner with the principal investigator (Academic Officer WRM);
- Coordinate the preparation, implementation and post-processing of 3 workshops in Germany, Poland and the Czech Republic in close cooperation with local partners;
- Organize the exchange between project participants and partners;
- Identify and involve additional project partners;
- Support the identification of calls and the preparation of project proposals related to an efficient management of resources, including scientific investigations and on the research state of the art and methodologies.

### **Required Qualifications and Experience:**

- Master's degree in social sciences, political sciences, environmental sciences and similar;
- Proven experience in project organization and communication with diverse partners in an international context;
- Proven experience in developing project proposals together with international partners;
- Proven experience in working with Central and Eastern European Countries is an asset;
- Proven proficiency in oral and written English and German;
- Ability to work within agreed timelines and to communicate clearly and effectively;
- A good team player with strong interpersonal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

### **Remuneration:**

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

### **Specifications of Contract:**

The successful candidate shall work under a Personal Service Agreement (PSA) on a part time basis (20 hours per week) for a fixed period of 12 months with the possibility to extend up to a total of 16 months for the above-mentioned project. All payments under this contract are subject to availability of funding from the donor(s) related to the ICE-CEEC project.

This is a locally recruited post and no relocation allowances apply. The work place is located in Dresden and this post includes regular travels to Czech Republic and Poland.

The successful candidate will not hold a status of international civil servant 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.



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**Starting Date:** 01 November 2018 (the starting date is subject to the project approval by the donor)

**Application Procedure:**

Interested applicants should submit their applications by email (to [hrflores@unu.edu](mailto: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 and the application must also indicate the reference number of the vacancy announcement 2018/UNU/FLORES/PSA/PM/71

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)