



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Hamilton, Canada**

VACANCY ANNOUNCEMENT

**Research Associate: SDG Project
(Personnel Service Agreement – PSA)**

- Organizational Unit** : United Nations University Institute for Water, Environment and Health (UNU-INWEH)
- Reference Number** : 2019/UNU/INWEH/PSA/RA/SDG/03
- Applications to** : hr.inweh@unu.edu
- Closing Date** : 15 February 2019
Only short-listed candidates will be notified.

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 Water, Environment and Health (UNU-INWEH):

The UNU Institute for Water, Environment and Health (<http://inweh.unu.edu/>) is a member of the UNU family of organizations. Its vision is a world free of water problems where sustainable human development and environmental health and security are assured for all. Its mission is to help resolve pressing water challenges that are of concern to the United Nations, its Member States, and their people. UNU-INWEH pursues its mission through critical analysis and synthesis of existing bodies of scientific discovery; targeted research that identifies emerging policy issues; application of on-the-ground scalable science-based solutions to water issues; and global outreach. UNU-INWEH is the only entirely-water focused Institute within the UNU System, and the only entirely water-related UN entity in Canada. UNU-INWEH is supported by the Government of Canada and hosted by McMaster University.

UNU-INWEH works on several broadly defined, interconnected thematic areas (projects): Water-related Sustainable Development Goals; Unconventional Water Resources, Water Security and Nexus, Managing Water-related Health Risks, and Managing Water Resources Variability and Risks for Increased Resilience (<http://inweh.unu.edu/current-projects/>). Climate change, gender dimensions and capacity building are the cross-cutting themes.

Responsibilities:

This position will suit a professional at the beginning of her/his carrier, who is seeking to be exposed to global level water-related policy research and possesses good technical skills. We are looking for a committed individual who will contribute to an ongoing project ‘Water-related Sustainable Development Goals’, which enters its second two-year phase in January 2019. The incumbent will:

- Contribute to the second phase of the project “Water-related Sustainable Development Goals” (<http://inweh.unu.edu/water-related-sustainable-development-goals/>). This is the mature initiative that focuses on provision of tools, processes, and overall information support to UN Member States to accelerate progress towards achieving Sustainable Development Goal (SDG) 6 and ensures that water is visible and is accounted for throughout the whole continuum of the 2030 Sustainable Development Agenda. The project to date developed the SDG Policy Support System (SDG-PSS): <http://inweh.unu.edu/sdg-policy-support-system-language/> and tested it in five countries. The approach is closely linked and complementary to UN-Water’s global monitoring initiatives.
- Play a key role in the revision and refinement of SDG-PSS, as and when needed, and help implement the associated training course on SDG-PSS.
- Contribute to fundraising activities related to SDG project (and other projects, if requested).
- Contribute to preparation of publications related to the project.
- Facilitate partner communications and information exchange within SDG project.
- Assist in supervising interns and students contributing to SDG project.
- Assist with logistical arrangements for project meetings, where needed, serving as the primary rapporteur at the project meetings and preparing minutes, reports and other documents.
- Assist in developing contracts with partners and contractors and taking lead in managing these contracts to ensure timely and effective completion of the tasks.
- Perform other tasks as assigned by the Director/Assistant Director of UNU-INWEH.

The incumbent will report to UNU-INWEH Assistant Director.

Qualifications and Requirements:

- Minimum Bachelor’s degree in Water Policy, Geography, Environmental Sciences, Water or Environmental Engineering, Life Sciences or other closely related field. Preference will be given to those with a relevant Master’s degree.
- At least three (3) years of relevant working experience in research and project administration.
- Ability to perform effectively in a multidisciplinary environment, across both social and natural sciences.
- Experience with databases, word processing and spreadsheets is absolutely essential. Knowledge of art design software and infographics is an advantage.
- Experience in using social media as a tool for furthering project goals. Demonstrated skills in website maintenance and development is an asset.
- Result-oriented, self-motivated and “hands-on” with the ability to prioritize work and multi-task.
- Strong team player with proven interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, and
- Fluent in oral and written English; knowledge of any other UN official languages is advantageous.

Remuneration and other conditions of service:

Remuneration will commensurate with qualification and experience. The position carries a salary in the range of CAD37,000 to CAD40,800 per annum, commensurate with experience. The salary is exempt from Canadian income taxes. UNU has its own medical insurance for employees contracted under a Personnel Service Agreement (PSA).

This is a full-time employment on a two (2) year Personnel Service Agreement (PSA) contract, with the possibility for renewal subject to fund availability and satisfactory work performance. The combined duration of this appointment shall not exceed six (6) years, as per the UNU Personnel Policy.

This is a locally recruited post and no relocation allowances apply. The duty station will be Hamilton (Canada). 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: April 2019 or as soon as possible thereafter.

Application Procedure:

Interested applicants should submit their applications by e-mail in the form of an Adobe Acrobat PDF file to hr.inweh@unu.edu. Applications **must** include the following:

- A **separate** cover letter setting out how the applicant’s qualifications and experience match the requirements of the position;
- A completed and signed [UNU Personal History \(P11\) form](#) downloadable from the [UNU website](#);
- Do not use similar forms provided by other United Nations organizations and **do not submit your curriculum vitae**;
- An indication of the reference number of the vacancy announcement (2019/UNU/INWEH/PSA/RA/SDG/03).

Applications that do not include all the requested information will not be considered.

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).