

VACANCY ANNOUNCEMENT

Student Assistants

Disaster Risk Finance | Climate Policy | Policy Team Support

United Nations University: The United Nations University (UNU) is an international community of scholars engaged in policy-oriented research, capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States.

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 <https://ehs.unu.edu>

Munich Climate Insurance Initiative (MCII): MCII was initiated as a charitable organization by representatives of insurers, research institutes and NGOs in April 2005 in response to the growing realization that insurance solutions can play a role in adaptation to climate change, as suggested in the UN Framework Convention on Climate Change and the Kyoto Protocol. This initiative is hosted at the United Nations University Institute for Environment and Human Security (UNU-EHS). As a leading think tank on climate change and insurance, MCII is focused on developing solutions for the risks posed by climate change for the poorest and most vulnerable people in developing countries.

The **MCII Policy, Governance, and Strategies Team** works on the international level (e.g., in the context of the UNFCCC, G7, G20, or the World Bank and IMF), with national governments, as well as with local civil society organizations to promote financial management of disaster risks and loss and damage. More information: <https://climate-insurance.org/policy-and-processes/policy-governance-and-strategies/>

Responsibilities:

To support its various activities and ongoing projects in the field of 'Policy, Governance and Strategies,' MCII is looking for highly motivated student assistants with an outstanding record in prior student qualifications and a strong interest in applied research on the financial management of disaster risk and loss and damage.

Under the guidance of the MCII Section Head and the supervision of the Policy Team, successful candidates will be entrusted with the following tasks:

MCII Project Office Support and Communications

- Drafting of social media posts and monitoring social media for relevant interactions for all MCII channels (LinkedIn, X);
- Content management support for www.climate-insurance.org ;
- Support the creation and improvement of outreach material (e.g. slide decks, etc.);
- Support the team on MCII stakeholder engagement activities, e.g. coordination tasks for the MCII early-career network.

Research and Project Implementation Support to the Policy Team's Projects

- Support the Policy Team in research for its ongoing projects and thematic work on Climate Risk Management, Climate and Disaster Risk Finance and Insurance (CDRFI), (Un-)Insurability, and Climate Policy, e.g. through conducting literature reviews and supporting the preparation of expert and stakeholder consultations;
- Support the drafting of project deliverables and publications such as policy briefs and reports (in English) and reporting documents;
- Provide administrative and organizational support for meetings, workshops, and conferences;
- Other tasks related to the MCII division and project management as required.

Relevant Qualifications and Experience:

- Currently enrolled in a university degree, preferably at the Master's level;
- Fluency in written and spoken English (at least B2 level) is required. Fluency in French or Spanish is considered a strong asset;
- Experience in Climate Change Adaptation or Loss and Damage, Climate Finance, Climate Risk Management, Climate Risk Insurance, International Cooperation, Development Economics, and/or Communications and Public Relations is an asset (e.g., proven through previous work experience/ internships or studies);
- Proven experience in the field of (climate) policy is an asset;
- Proven skills in writing, (digital) content creation and website maintenance are an asset; Proficiencies in Adobe Suite (PSD, AI, ID, PR) and/or Canva are preferred.

Contract modalities:

- Start date: as soon as possible;
- Hours: (flexible) 10 – 19 hours per week, to be agreed with the selected candidates;
- Remuneration: 12.50 EUR / Hour;
- Location: Can be performed remotely / from home-office;
- Duration: The initial contract under the Consultant Contract (CTC) category will cover a period of up to 6 months with a possibility for extension or renewal based on the work performance.

Required Application Documents:

1. A letter of motivation (1 page) outlining qualifications and how personal profile relates to the post advertised;
2. CV, including names and contact details of 2 references.

Please send your application documents mentioning the Job-ID **SA-240209** in the subject line to mcii@ehs.unu.edu by **9th of February 2024**.

Please note that only complete applications that have been submitted before the deadline will be considered.

Special notice

The successful candidate will be retained under a Consultant Contract (CTC). Consultants engaged by UNU may not provide services for more than twenty-four (24) months in a thirty-six (36) month period.

UNU is not liable for any taxes that may be levied on the remuneration you receive under this contract. Payment of any such taxes remains the sole responsibility of PSA holders.

UNU does not sponsor a working visa for this position.

This contract carries no entitlement to paid annual leave nor sick leave.

Consultants do not hold international civil servant status nor are they considered a “staff member” as defined in the United Nations Staff Rules and Regulations.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply. Applications from developing countries, and from women are strongly encouraged.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.