VACANCY ANNOUNCEMENT

POLICY ASSISTANT
(Personnel Service Agreement - PSA)

Organizational Unit: United Nations University – Office of the Rector
Reference Number: 2013/UNU/HQ/RO/PSA/PA/02

Applications to:
By Post:
Office of the Rector
c/o Mr David Passarelli
United Nations University
53-70 Jingumae 5-chome
Shibuya-ku, Tokyo 150-8925, Japan

By Email: policyassistantro@unu.edu

Closing Date: 25 January 2013, or until the position is filled

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and 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. For more information please visit http://unu.edu.

About the Office of the Rector:

The Office of the Rector assists the Rector in the exercise of his responsibilities as the chief academic and administrative officer of the University. This includes the establishment of general policy and direction and coordination in relation to the work of the University and its institutes and programmes. It also supports the Rector in his contacts with governments, United Nations and other international and national organizations and institutions, research institutes and universities, funding agencies and with non-governmental organizations and the general public.

About the Office of Academic Affairs:

The Office of Academic Affairs (OAA) is the University's central administrative office tasked with overseeing the strategic management and coordination of all postgraduate degree activities in the UNU system. It is located within the Office of the Rector and provides oversight and support for all academic programmes at UNU.
Responsibilities:

Under the direct supervision of the Head of the Office of Academic Affairs, the Policy Assistant will provide policy development and data management support to further the UNU postgraduate programme initiative. The main duties of this position are outlined as follows:

1. Principle Duties:

   Planning and Policy Development
   - Co-lead the planning and implementation of a Student Information System (SIS);
   - Co-lead the development of a UNU Academic Calendar: course offerings, faculty listing, etc.;
   - Foresight planning: locate innovative trends in postgraduate education and develop proposals for early adoption at UNU;
   - Assist and advise UNU Institutes/Programmes when necessary on the development of policy/procedures related to UNU postgraduate programmes;
   - General policy drafting in support of the postgraduate programme initiative;

   Data Management
   - Liaise with UNU Institutes to coordinate entry, maintenance and disposal of student records;
   - Maintain records of student theses and dissertations in a global UNU database;

2. Support Duties:

   - Assist the development of online and print communications relating to postgraduate programmes;
   - Assist the implementation of the quality assurance activities for UNU postgraduate programmes;
   - Assist the drafting of academic rules and regulations, monitoring, and implementation;

3. Other Duties:

   - Participate in Postgraduate Programme Working Group meetings and bilateral meetings as required;
   - Prepare reports, information papers, research and promotional materials as required;

4. Miscellaneous Duties:

   - Other tasks as assigned by the Head of the Office of Academic Affairs and the Executive Officer (Office of the Rector).

Required Qualifications and Experience:

- Master’s degree; a background in Academic Administration, Public Policy, International Relations, Law or Business Administration is an asset;
- At least two (2) years of prior work experience related to public policy, policy development or higher education administration;
- Demonstrated knowledge of and/or experience in the UN system.
- Advanced IT skills, including Microsoft Office applications (Word, Excel, PowerPoint, Outlook); knowledge of Mac operating system is an asset;
- Excellent communications skills, with fluency in both oral and written English. Working knowledge of Japanese and/or other United Nations official languages is an asset;
- Strong organizational skills;
- A self-starter who is able to multi-task and work under minimal supervision with high level of resilience;
- Good team player with strong inter-personal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
Remuneration:

Monthly remuneration of JPY 380,000.00.

Duration of Contract:

This is a full-time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to requirements and satisfactory work performance.

This is a locally recruited post; no relocation expenses or allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor be a "staff member" as defined in the United Nations Staff Rules and Regulations.

Applications from suitably qualified women candidates are particularly encouraged.

Starting Date:

15 February 2013 or as soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by email (to policyassistantro@unu.edu), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- full curriculum vitae in English;
- a completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at http://unu.edu/about/hr. Please avoid using similar forms provided by other United Nations organizations;
- full contact information of three (3) referees; and
- an indication of the reference number of the vacancy announcement (2013/UNU/HQ/RO/PSA/PA/02).

Shortlisted applicants will be required to complete a written assignment prior to being invited for an interview.