LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

RESEARCH ASSOCIATE/RESEARCH FELLOW
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University - Institute for Sustainability and Peace
Reference Number : 2013/UNU/ISP/PSA/RF/27(1)
Applications to : 2013isprf@unu.edu
Closing Date : 22 September 2013

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 Sustainability and Peace (UNU-ISP):

Located in Tokyo, UNU-ISP was established in January 2009. UNU-ISP takes an innovative, integrated approach to sustainability — one that encompasses global change, development, peace and security. The Institute bridges these cross-cutting issues through research, educational and collaborative initiatives with the aim of solving current problems and anticipating future challenges. UNU-ISP works in collaboration with other UNU institutes as well as through co-operative relationships with the global academic and policy-making communities.

UNU-ISP launched its Master of Science in Sustainability, Development, and Peace postgraduate programme in September 2010. This programme addresses pressing global issues of sustainability, climate change, development, peacebuilding and human rights through an innovative interdisciplinary approach that integrates the natural sciences, social sciences and humanities. The programme, intended for recent graduates, professionals and practitioners, offers the unique opportunity to study at a global university within the framework of the United Nations. UNU-ISP also launched its PhD programme in Sustainability Science in September 2012.

The programme aims to produce scholars who will become key researchers in the area of sustainability science. For more information on UNU-ISP Postgraduate Programmes, please visit http://isp.unu.edu/grad/index.html.
Fukushima Global Programme

Fukushima Global Programme is an initiative developed by the UNU-ISP with financial support of the Japanese Government. Through intensive collection of data and research, the Fukushima Global Programme aims to analyze from the perspective of human security the impacts of the disaster caused by the Great East Japan Earthquake, followed by tsunami and nuclear power plant accident, and to disseminate the research findings through various media, including video production and international symposia.

Responsibilities:

Under the direct supervision of the Director of UNU-ISP, and in close cooperation with other staff of the Institute, the Research Associate/Research Fellow will assist in the implementation of programme activities of the Institute, especially in the Fukushima Global Programme. Specific tasks will include the following:

- Support the Director in development, planning, organization, coordination, monitoring and evaluation of academic and research activities as well as publication and dissemination efforts of the Institute;
- Assist the UNU-ISP Postgraduate Programme in preparing and teaching post-graduate modules, and engage in capacity development work;
- Plan and organize scientific meetings and workshops;
- Draft and edit scientific reports, articles and descriptions of the research programme activities for dissemination purposes;
- Provide inputs to UN system, international platform based on programme results;
- Assist in fund raising, including project proposal development, contacting and maintaining a dialogue with potential donors, and other work related to fund-raising;
- Perform other duties as may be assigned.

Required Qualifications and Experience:

- A PhD degree or equivalent in the field of political science, international relations, international law, human rights, economics, or related discipline;
- At least three (3) years of work experience in an academic or research institution; programme management experience is an asset. Work experience in an international organization is preferred;
- Knowledge or background in the concept of human security or natural disasters and risk assessment would be desirable;
- Computer and web literacy required. Strong IT skills would be an asset;
- Excellent communication skills with fluency in both oral and written English. Knowledge of Japanese is desirable. Knowledge of another UN official language is an asset;
- 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.

Remuneration:

Remuneration will commensurate with qualifications and experience, and will range from JPY 450,000 to 520,000 per month. There are no other fringe benefits.
**Duration of Contract:**

This is a full time employment on a Personnel Service Agreement (PSA) with UNU-ISP. Initial appointment will be for one (1) year with the possibility of renewal subject to 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. UNU does not sponsor a working visa for this position.

Applications from suitably qualified women candidates are particularly encouraged.

**Starting Date:** 1 November 2013.

**Application Procedure:**

Interested applicants should submit their applications by email (to 2013isprf@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 United Nations University website at [http://unu.edu/about/hr](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/ISP/PSA/RF/27(1)).