



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

PROGRAMME ADMINISTRATIVE CONSULTANT
(Consultant Contract - CTC)

Organizational Unit : United Nations University - Institute for Sustainability and Peace

Reference Number : 2013/UNU/ISP/CTC/PAC/47

Applications to : 2013ispac@unu.edu

Closing Date : 15 August 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>.

Accreditation of the Postgraduate Programmes:

As a higher educational institution located in Japan, UNU-ISP decided to go through the institutional certified evaluation and accreditation process on its postgraduate degree programmes, which will be conducted by the National Institution for Academic Degrees and University Evaluation (NIAD-UE). The process is extremely important to assure and improve the quality of education, research and other activities of UNU-ISP and to gain credibility, public understanding and support for the university's status as a public institution.

Responsibilities:

Under the overall supervision of the Director of UNU-ISP, and the direct guidance and supervision of the Administrative Director of the Postgraduate Programme, and in close coordination with academic personnel, the successful candidate shall be entrusted with the following tasks:

- Support the Administrative Director of the Postgraduate Programme in the overall management of the evaluation and accreditation process. The assignment will include:
 - Preparing a self-evaluation report to be submitted to NIAD-UE by June 2014;
 - Arranging the visit survey by the Evaluation and Accreditation Team;
 - Organizing various meetings and handling relevant administrative processes for evaluation and accreditation of the programmes;
 - Liaising closely with NIAD-UE as a focal point on the evaluation and accreditation process;
- Perform other duties as may be assigned.

Required Qualifications and Experience:

- Diploma or Advanced Diploma in Business Administration, Public Administration, or equivalent field of study;
- At least two (2) years of work experience in the evaluation and accreditation processes of educational institutions;
- Good computer and organizational skills;
- Excellent communication skills with fluency in both oral and written English and Japanese. Knowledge of another UN official language is an asset;
- Ability to prioritize tasks, to complete them within a limited time frame and to handle multiple concurrent activities;
- 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:

The incumbent will work two (2) or three (3) days per week depending on workload. Remuneration will commensurate with qualifications and experience, and will start at JPY 20,000 per day. There are no other fringe benefits.

Duration of Contract:

This is a part-time employment on a Consultant Contract (CTC) with UNU-ISP. Initial appointment will be for one (1) year, 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. UNU does not sponsor a working visa for this position.

Applications from suitably qualified women candidates are particularly encouraged.

Starting Date: 17 September 2013.

Application Procedure:

Interested applicants should submit their applications by email (to 2013ispac@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>. 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/CTC/PAC/47).