



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

RESEARCH ASSOCIATE (Personnel Service Agreement - PSA)

Organizational Unit : United Nations University - Institute for Sustainability and Peace
Reference Number : 2013/UNU/ISP/PSA/RA/52(1)
Applications to : 2013ispra@unu.edu
Closing Date : 6 December 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>.

Responsibilities:

Under the overall guidance of the Director of UNU-ISP, and under the direct supervision of the Academic Officer of the Institute, the Research Associate will assist in the implementation of the overall goals of the Institute, and assist in the operation of various programme activities. Specific tasks will include the following:

- Support the academic staff in development, planning, organization, coordination, monitoring and evaluation of academic and research activities as well as publication and dissemination efforts of the Institute, especially for the project on “Enhancing Resilience to Climate and Ecosystem Changes in Semi-Arid Africa: An Integrated Approach (CECAR-Africa)*”;
- 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 for UNU-ISP projects, 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.

* “Enhancing Resilience to Climate and Ecosystem Changes in Semi-Arid Africa: An Integrated Approach (CECAR-Africa)” is a project selected under the Science and Technology Research Partnership for Sustainable Development (SATREPS) Programme, which is conducted through joint collaboration between Japan Science and Technology Agency (JST) and Japan International Cooperation Agency (JICA). For details, please refer to the website: www.jst.go.jp/global/english/kadai/h2302_qhana.html.

Required Qualifications and Experience:

- A PhD degree or equivalent in the field of development studies, environmental science, environmental governance, environmental economics, sociology, or related discipline;
- At least two (2) years of work experience in an academic or research institution; programme management experience is an asset. Work experience in an international organization is preferred;
- Computer and web literacy required. Strong IT skills would be an asset;
- Excellent communication skills with fluency in both oral and written English. Excellent communication skills in 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 start from JPY450,000 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, with the combined duration of appointments not exceeding six (6) years.

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: As soon as possible.

Application Procedure:

Interested applicants should submit their applications by email (to 2013ispra@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/PSA/RA/52(1)).