



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT
Yokohama, Japan

VACANCY ANNOUNCEMENT

COMMUNICATIONS COORDINATOR
(Personnel Service Agreement - PSA)

- Organizational Unit** : United Nations University - Institute of Advanced Studies
- Reference Number** : 2013/UNU/IAS/PSA/CC/ESD/75
- Applications to** : ***By Mail:***
Director,
United Nations University - Institute of Advanced Studies (UNU-IAS),
1-1-1 Minato Mirai,
Nishi-ku, Yokohama 220-8502, JAPAN
- By Email:*** recruitment@ias.unu.edu
- Closing Date** : 29 November 2013

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. It serves as an academic arm for the United Nations System, contributes to capacity building particularly in developing countries, and serves as a platform for new and creative ideas and dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has already established fifteen Research and Training Institutes and Programmes worldwide. For more information please visit <http://unu.edu>.

United Nations University - Institute of Advanced Studies (UNU-IAS):

UNU-IAS was inaugurated in April 1996. It conducts research, postgraduate education and capacity development, both in-house and in co-operation with an interactive network of academic institutions and international organizations. The thematic direction of UNU-IAS concerns the interactions of social and natural systems. The current research agenda focuses on strategic paths to sustainable development and under this broad theme projects focus on biodiversity, sustainable development governance, urban ecosystems, science and technology policy options for developing and least developed countries, and sustainable development education. More information on UNU-IAS, its programme of activities and academic community is available at www.ias.unu.edu.

Education for Sustainable Development (ESD) Programme:

The ESD Programme plays a significant role in the implementation of the UN Decade of Education for Sustainable Development (DESD, 2005-2014), as a partner to UNESCO, the designated lead agency of the DESD. The ESD Programme promotes research and actions to advance partnerships for ESD across geographic, knowledge and sectoral boundaries. The flagship initiatives of the Programme are the **Regional Centres of Expertise on ESD (RCEs)** and the **Promotion of Sustainability in Postgraduate Education and Research Network (ProSPER.Net)**. As of November 2013, 120 regional multi-stakeholder networks for ESD worldwide are officially acknowledged by the UNU as RCEs; meanwhile ProSPER.Net boasts a membership of 30 leading higher education institutions in the Asia-Pacific region. The ESD Programme focuses on promotion of regional initiatives through the RCE network, strengthening ESD activities of higher education institutions, and contribution to evidence-based policy dialogue through research, capacity development and strategic engagement with international processes.

Responsibilities:

The Communications Coordinator will be a member of a small interdisciplinary team of dedicated professionals and will be expected to manage and facilitate overall communications and outreach of the ESD Programme.

Reporting to the Director of the ESD Programme, the incumbent is expected to:

- Assist in the planning, development and production of ESD Programme publications;
- Promote key events and publications of the Programme through targeted media outreach and other means;
- Develop relationships with the Programme's networks to enhance outreach;
- Put in place, facilitate, moderate and feed online ESD networks including the RCE Portal and other appropriate online communities;
- Source content and edit articles for the Programme's bulletin and website on a regular basis;
- Conduct other relevant activities based on specific requests by the Director of the ESD Programme.

Required Qualifications and Experience:

- Master's degree or equivalent qualification in a field related to Sustainable Development, Environment, Social Sciences or related field in Communications;
- A minimum of three (3) years of progressively relevant working experience;
- Excellent computer skills and web literacy are essential, including basic knowledge of HTML. Knowledge of the Adobe Suite of Creative products is an asset;
- Strong ability to think strategically to increase the visibility and outreach of the ESD Programme;
- Native or near-native proficiency in English and Japanese is an asset. Working knowledge in other UN official languages is an advantage;
- A good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:

Monthly remuneration can range from JPY 300,000 to 330,000, depending on the candidate's academic qualifications and years of work experience.

Duration of Contract:

This is a full time employment position on a Personnel Service Agreement (PSA) contract with UNU-IAS. The initial appointment will be until the end of June 2014, with the possibility of renewal subject to requirements and 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, preferably by email (to recruitment@ias.unu.edu), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a brief resume in Japanese (for Japanese only);
- 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 (UNU-IAS will directly contact the referees in the event that the candidate is shortlisted); and
- an indication of the reference number of the vacancy announcement (2013/UNU/IAS/PSA/CC/ESD/75).