INTERNATIONAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

CONSULTANT (HOME-BASED)
For PolRos (Policy Roster for Home-based Research and Policy Analysis)
(Consultant Contract - CTC)

Organizational Unit : United Nations University – Centre for Policy Research (UNU-CPR)
Reference Number : 2015/UNU/CPR/CTC/CON/07
Applications to : unucprro@unu.edu
Closing Date : Open until all positions filled
Starting Date : 1 March 2015 onwards

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.

The Centre for Policy Research:
The new UNU Centre for Policy Research (UNU-CPR) will undertake policy research related to issues of peace, international security and global development, drawing on work elsewhere in the UNU system and more widely. The Centre will aim to serve the United Nations by making its work available for the organization’s most pressing and urgent debates on which knowledge, analytical and other gaps continue to exist.

The UNU-CPR work programme will aim to (i) strengthen public policy research relevant to the UN; (ii) advocate change in policy frameworks to improve decision-making; and (iii) identify strategies for creating value in the dissemination of research.
Background:

UNU-CPR is looking for individuals with relevant skills, experience, and background required to carry out various tasks as a Consultant in contribution to UNU-CPR’s policy work as outlined below.

UNU-CPR provides support to the policy work of the United Nations in three core areas:

1. **Peace and Security**: In this area, UNU-CPR is looking for
   a. Consultants with concrete policy, research and operational experience in peace operations, including work on peacekeeping; special political missions; mediation and the use of good offices; and other general policy research relevant to peace operations.
   b. Consultants with concrete policy and operational experience in peacebuilding, in all of the dimensions of peacebuilding as defined by the Secretary-General.

2. **Humanitarian Affairs**: In this area, UNU-CPR is looking for Consultants with a blend of policy, research and operational experience in financing humanitarian operations; strategic planning; durable solutions for refugees and displaced persons; as well as general policy research relevant to humanitarian affairs.

3. **Development**: In this area, UNU-CPR is looking for Consultants with a blend of policy, research and operational experience, particularly with regard to development in fragile states; cities and fragile cities; monitoring and accountability frameworks and design (particularly at the global and regional levels); and all areas relevant to the post 2015 agenda.

Duties and Responsibilities:

UNU-CPR is looking for consultants at 4 levels:

1. **Junior Consultants**: with 2-5 years of relevant experience
2. **Consultants**: with 5-10 years of relevant experience
3. **Senior Consultants**: with 10-15 years of relevant experience
4. **Lead Consultants**: with over 15 years of relevant experience.

In every area, CPR is looking for consultants with a track record of policy analysis and impact. Experience with the United Nations system is significant advantage, though not always necessary; the ability to write clearly and well is an absolute.

Consultants will be required to conduct policy analysis or original research, in support of ongoing processes in the United Nations, or in support of field operations, as needs require. Consultants may be required to participate in briefings, presentations and field research.
Required Skills and Experience:

Education
- Advanced university degree relevant to the early recovery thematic areas.

Experience
- A minimum of 2 years of relevant experience is required for Junior Consultants; further experience as outlined above for more senior grades.
- Experience working with/for the United Nations is an asset;
- Experience with training and facilitation is an asset;
- Understanding information management, advocacy, negotiation, and having the ‘soft-skills’ that influence processes and decision-making would be highly desirable.

Languages
- Fluency in spoken and written English is a must, knowledge of another UN language a plus.

Duration of Contract:

The successful candidate shall work remotely under the Consultant Contract (CTC). Duration of contract will be dependent on the tasks assigned. No consultant shall provide services for more than twenty-four (24) months in a thirty-six (36) –month period.

The successful candidate 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 woman candidates and those from developing countries are particularly encouraged.

Starting Date: 1 March 2015 onwards

Application Procedures:

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

- A clear identification of the thematic area;
- If applicable, it is possible to select a secondary thematic area(s);
- A current completed UNU Personal History (P.11) in English downloadable from UNU website. P11 form should, among other things, include names and contacts of at least three references and clearly indicate names of former and current supervisors (if applicable); in case of freelance consultants – list of partner institutions and contact details of projects supervisors. A file (in .doc, .docx or .pdf format) containing the P11 form should be signed and scanned and uploaded into the system upon completion of the online application;
- An up-to-date CV;
- Links to/examples of work, analytical reports, publications, online presence (e.g. blogs) in the subject matter that resulted from the consultant’s work (please provide links in the respective blank field below, or titles to your work in P11 form/CV);

Qualified women and members of minorities are encouraged to apply.

UNU is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Due to the large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.