LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

COMMUNICATIONS ASSOCIATE, UNU-IAS
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University - Institute for the Advanced Study of Sustainability

Reference Number : 2015/UNU/IAS/PSA/CA/23

Applications to : 2015iaspsaca@unu.edu

Closing Date : 29 March 2015

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 the Advanced Study of Sustainability (UNU-IAS)

UNU-IAS is a new UNU institute, created in January 2014 by consolidating the former UNU Institute of Advanced Studies and UNU Institute for Sustainability and Peace (UNU-ISP). It is based at UNU Headquarters in Tokyo. The mission of UNU-IAS is to serve the international community through policy relevant research and capacity development focused on sustainability, including its social, economic and environmental dimensions. UNU-IAS builds on a strong tradition of UNU research and capacity development in Japan, undertaken in collaboration with a global network of professionals and scholars, particularly in Africa and Asia. For more information please visit http://ias.unu.edu

Responsibilities:

The Communications Associate will work as part of the UNU-IAS Communications Team, which is responsible for institutional communications initiatives, including the UNU-IAS website, the UNU-IAS Policy Brief series, brochures and other promotional materials, as well as media and general outreach activities including targeted mailings, social media, and event promotions.

Under the general supervision of the UNU-IAS Director, the Communications Associate will facilitate the overall communications and outreach activities of the institute. Specific responsibilities will include the following:

- managing and maintaining UNU-IAS website content, including both copy and visual assets;
• reviewing, editing, formatting and proofreading content for both print and online communications;
• sourcing content and liaising with content authors;
• developing and managing communications policies, workflows and resources;
• promoting key events and publications through media outreach, social media and other means;
• facilitating internal communications, including through regular reporting and other mechanisms;
• developing relationships and networks to enhance outreach; and
• conducting other relevant activities as necessary.

Required Qualifications and Experience:

• A master’s degree or equivalent qualification in a field related to sustainable development, environment, social sciences or a related field in communications. Equivalent experience in combination with a Bachelor’s degree will be considered.
• A minimum of 2 years’ relevant working experience, preferably in an international setting.
• Excellent writing and communications skills in both English and Japanese.
• Familiarity with the UN system and current issues related to sustainability.
• Proven ability to efficiently manage a variable workload.
• Fluency in both English and Japanese. Ability in other official UN languages is an advantage.
• Excellent computer skills and web literacy are essential. Experience using HTML and/or Adobe suite of creative products is an asset.
• Good team player with strong interpersonal skills, demonstrated by the ability to work in a multicultural environment with sensitivity and respect for diversity.

Remuneration:

Remuneration will commensurate with qualifications and experience, and will range from JPY320,000 to JPY350,000 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-IAS. 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: End April 2015 (negotiable).

Application Procedure:

Interested applicants should submit their applications by email (to 2015iaspsaca@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 UNU website. 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 (2015/UNU/IAS/PSA/CA/23)