INTERNATIONAL RECRUITMENT
New York, USA

VACANCY ANNOUNCEMENT

RESEARCH ASSOCIATE
(Personnel Service Agreement - PSA)

Organizational Unit: United Nations University - Office at the United Nations in New York (UNU-ONY)

Reference Number: 2014/UNU/ONY/PSA/RA/54

Applications to: RschAssocNY@unu.edu

Closing Date: 15 October 2014

United Nations University Objectives:
The United Nations University (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.

Responsibilities:
The Research Associate will be located in the UNU Office at the UN in New York. Working under the supervision of the Head of Office, the Research Associate will support the Office’s research and convening activities, working particularly closely with the UNU Centre for Policy Research in Tokyo.

The successful candidate will actively contribute to UNU’s research and policy development activities in the international peace and security sphere, but will also be expected to maintain fluency and engagement with key development policy issues on the UN agenda.

The Research Associate will also support the Head of Office in the representation of the Rector of UNU in New York. This shall include representational duties, supporting the participation of UNU entities in UN system processes and events, and maintaining active dialogue with relevant UN entities, Permanent Missions to the UN, academic and research institutions, think tanks, NGOs and foundations.

Required Qualifications and Experience:
- Advanced university degree (masters or equivalent, or Ph.D. or SJD) in international relations or law, public policy, political science, economics, journalism, history, anthropology or a related field;
- Minimum of two (2) years of work experience (including prior to award of advanced degree) in roles involving research and writing relating to international relations, political affairs, conflict resolution or international law;
- Superior drafting and communication skills, as evidence, for example, through prior academic, journalistic or online publication;
• Strong ability to establish priorities, multi-task and work within tight timelines;
• Strong interpersonal skills demonstrated by the ability to work in a multi-cultural environment with sensitivity and respect for diversity.
• Knowledge of and experience in academia or the think-tank world is a plus.
• Experience working for or alongside UN organizations is a plus.
• Fluency in English is required. Fluency in at least one other official language of the United Nations is desirable.

Applications from suitably qualified women candidates are particularly encouraged.

Remuneration:
The salary (before any taxes are paid) will be between $73,000 and $90,700, depending on the successful candidate’s qualifications, level of experience and whether they have dependents. The successful candidate is eligible for the Van Breda health insurance programme, and will accrue 2.5 days’ annual leave per month of service, plus 10 holidays. Payment of any applicable taxes will be the responsibility of the Research Associate.

Duration of Contract:
This is a full time position on a one (1) year Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to requirements and satisfactory work performance. The combined duration of appointments shall not exceed six (6) years.

This is a locally recruited PSA position and no relocation allowance applies. 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.

Starting Date: January 2015

Application Procedure:
Interested applicants should submit their applications by email (to RschAssocNY@unu.edu), and must include the following:
• a cover letter setting out how the qualifications and experience match the requirements of the position,
• a writing sample, consisting of no more than 12 pages excerpted from a prior publication (blog, journal article, newspaper Op-Ed);
• 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 (2014/UNU/ONY/PSA/RA/54)