LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

ADMINISTRATIVE ASSOCIATE
(Personnel Service Agreement - PSA)

Organizational Unit: United Nations University – Office of the Rector
Reference Number: 2015/UNU/HQ/RO/PSA/AA/82
Applications to: Preferably By Email: adminassc@unu.edu

By Post:
Administrative Officer
Office of the Rector, United Nations University, Headquarters, 53-70, Jingumae 5-chome, Shibuya-ku, Tokyo 150-8925, Japan

(All applications/nominations will be acknowledged)

Closing Date: 31 January 2016

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 Office of the Rector:
The Office of the Rector supports the Rector in his capacity as the chief academic and administrative officer of the UNU, and assists in executive management and coordination of the UNU system. This includes responsibilities for the University's direction, organization, administration, and programme and institutional development. The Office provides an overall supporting role for governance and policy development within the UNU system, in particular through the UNU's governing body, the UNU Council (and its Executive Committee), as well as through advisory boards and committees of the UNU institutes and programmes and the Conference of Directors of UNU institutes and programmes (CONDIR).
Responsibilities:
Under the overall supervision of the Vice-Rector and Executive Officer and the Secretary of the Council, the Administrative Associate will undertake the following tasks:

- Supporting the organization of the UNU Council sessions including logistical arrangements, scheduling and document assembly;
- Responsible for making the Council Handbook and updating the electronic version of the handbook on the Council website;
- Coordinating with relevant staff at UNU institutes, programmes and units to compile the Annual Reports of UNU institutes to be submitted to the Council through the Institute Progress Report eForm and/or the project management system (Pelikan);
- Maintaining documents and files of the UNU Council;
- Assisting the organization of the meetings associated with the work of the Council;
- Maintaining the list of board members of UNU institutes/programmes and relevant documents;
- Assisting the Office of the Rector with the day-to-day management of administrative and financial matters;
- Monitoring expenditures of the projects under the Office of the Rector, comparing with approved budget, analyzing variances and reporting budget performance;
- Assisting preparation of contracts with individual consultants and institutional organizations, maintaining and monitoring contract implementation;
- Providing logistical support for events organized by the Office of the Rector; and
- Assisting the Office of the Rector and Vice-Rector and Executive Officer as requested.

Requirements:
- Bachelor’s degree preferably in Business Administration, Public Administration or related fields of study at least 2 years of work experience in office administration, planning and programme support services or related duties;
- Knowledge and working experience of organization of conferences, logistical and financial arrangement, preferably in an international environment, are desirable;
- Good knowledge of Microsoft Office and strong Excel spreadsheet skills. Knowledge and experience in handling ERP systems such as Peoplesoft Financials would be advantageous;
- Excellent communication skills with proficiency in both oral and written English; proficiency in both oral and written Japanese would be advantageous;
- Results-oriented and self-motivated, with the ability to prioritize work and multi-task;
- Good team player with strong inter-personal 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.

Duration of Contract:
This is full-time employment 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 appointment shall not exceed six (6) years.

The successful candidate will be employed under a local contract and will not hold international civil service status nor be a “staff member” as defined in the UN Staff Rules and Regulations.

Starting Date: 1 March 2016
**Application Procedure:**

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

- a cover letter setting out how qualifications and experience match the requirements of the position;
- 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;
- an indication of the reference number of the vacancy announcement in the P.11 and email subject (2015/UNU/HQ/RO/PSA-AA/82)

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8)