LOCAL RECRUITMENT  
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

SENIOR COMMUNICATIONS ASSOCIATE/ COMMUNICATIONS ASSOCIATE  
(2 positions)  
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)

Reference Number : 2016/UNU/IAS/PSA/CA/52

Applications to : iaspsa2016@unu.edu

Closing Date : 18 July 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.

United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)

UNU-IAS is a UNU institute based at the university’s 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. The activities of the institute are in three thematic areas: sustainable societies, natural capital and biodiversity, and global change and resilience. UNU-IAS serves the international community through innovative contributions to high-level policymaking and debates, addressing priority issues for the UN system. For more information please visit http://ias.unu.edu
Responsibilities:

The Senior Communications Associate and Communications Associate will play a leading role in 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 successful candidates 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;
- producing promotional materials such as brochures, annual reports and event posters;
- 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 sustainable development, environment, social sciences, communications or a related field. Alternatively Bachelor’s degree with relevant amount of experience will be also considered.
- A minimum of 2 years’ relevant working experience (or 4 years for Senior Communications Associate), preferably in an international setting.
- Excellent writing and communications skills in English, and preferably also in Japanese.
- Familiarity with the UN system and current issues related to sustainability.
- Proven ability to efficiently manage a variable workload.
- Fluency in English is required, and strong Japanese language ability is highly preferred. 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 be commensurate with qualifications and experience. 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.

Starting Date: Mid-August 2016 (negotiable)
**Application Procedure:**

Interested applicants should submit their applications by email (to iaspsa2016@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)](https://unu.equinexus.org/unu-personal-history-form) form downloadable from [UNU website](https://unu.edu). Please avoid using similar forms provided by other United Nations organizations;
- an indication of the reference number of the vacancy announcement (2016/UNU/IAS/PSA/CA/52)

Please note that applications received after the closing date will not be considered.

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)