LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Programme Assistant
Education for Sustainable Development
(Personnel Service Agreement - PSA)

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

Reference Number: 2019/UNU/IAS/PSA/PA/87

Applications to: ias.recruitment@unu.edu

Closing Date: 20 January 2020

About UN University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU’s work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.

About UN University Institute for the Advanced Study of Sustainability (UNU-IAS)

UNU-IAS is a UNU institute 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. For more information please visit http://ias.unu.edu

About the Education for Sustainable Development (ESD) project

The Education for Sustainable Development (ESD) Project contributes to designing and undertaking interdisciplinary, policy-oriented research and capacity development activities through two flagship initiatives: the global multi-stakeholder network of Regional Centres of Expertise (RCEs) on ESD and the Promotion of Sustainability in Postgraduate Education and Research Network (ProSPER.Net), an alliance of higher education institutions throughout the Asia-Pacific region. For details, please visit https://ias.unu.edu/en/research/education-for-sustainable-development-rces-and-prosper-net.html#outline
Responsibilities

The Programme Assistant provides administrative support for the implementation of the ESD project in close communication with other UNU-IAS personnel. Under the overall supervision of the UNU-IAS Director, and under the direct guidance and supervision of the ESD Project Director, the Programme Assistant will be responsible for the following duties:

- Assist various administrative matters related to the project, including travel arrangements, contracts, procurements, and related payments
- Assist in providing logistical support to the organization and follow-up of conferences, meetings and other events
- Assist the day to day management and operation of programmatic activities such as programme outreach, writing, editing, translation and other tasks
- Maintain supporting documents and filing system for the project
- Perform any other duties as may be assigned or required by the Project Director

Required Qualifications and Experience:

- Diploma, advanced diploma or a Bachelor’s degree in Business Administration, Public Administration or related fields of study with at least two (2) years of work experience in office administration or related duties, preferably in international environment.
- Knowledge or background in Education, Development, Environmental Science, Social Sciences, Public Policy or a related discipline would be desirable
- Knowledge and working experience of organization of conferences, logistical and financial arrangements is preferable. Work experience in international organizations or promoting major international initiatives is an asset
- Excellent communication skills with proficiency in both oral and written English and Japanese
- Ability to prioritize tasks, to complete them within a limited time frame and to handle multiple concurrent activities
- A 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

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organization.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

Remuneration:

This is an employment under Personnel Service Agreement contract (PSA). This is a junior level position in administrative affairs with scope for growth and additional responsibility. Starting remuneration will be between JPY 315,083 and 348,083 per month commensurate with previous experience and expertise.

This position carries an annual leave entitlement of 2.5 working days per month (a total of 30 days of paid annual leave).

Duration of Contract:
This is full time employment. The period of initial contract will be for one 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:** Negotiable (no later than 1 April 2020)

**Application Procedure:**

Interested applicants should submit their application materials by email to ias.recruitment@unu.edu

Applications must include the following:

1. Complete [P11 form](#)
2. Cover letter detailing how your qualifications and experience match the requirements of the position and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2019/UNU/IAS/PSA/PA/87
3. A brief resume in Japanese

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