INTERNATIONAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Academic Programme Officer
(P-4)

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

Reference Number : 2019/UNU/IAS/FTA/APO/37236

Applications to : ias.recruitment@unu.edu

Closing Date : 20 January 2020

United Nations University Objectives:

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 (SDGs), 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.

United Nations 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. Through its postgraduate education programmes UNU-IAS develops future international leaders with the interdisciplinary understanding and skills needed to advance creative solutions to problems of sustainability. 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:

Under the supervision of the UNU-IAS Director, the Academic Programme Officer will manage a set of academic programmes and projects and develop relevant activities in the thematic areas of global change and resilience, with particular focus on cities and local communities and the use of advanced and emerging technologies. Specific responsibilities include:
• Developing, planning, organizing, and managing academic and research activities as well as publication and dissemination efforts in the thematic area(s);
• Assist the Director in formulating a strategic direction for harnessing the potential of technologies in implementing programmes and projects in the thematic area;
• Provide governments with technical assistance through organizing policy analysis, conducting reviews, and organizing meetings and capacity building activities and workshops in view of using technologies and innovation to advance progress within the scope of the thematic area;
• Producing original, policy-oriented research and developing policy recommendations on issues relevant to the wider UN community;
• Disseminating research outputs through policy papers, participation in conferences, and media commentary;
• Securing external funding for academic and research activities in the thematic area;
• Planning and organizing scientific meetings and workshops;
• Developing and maintaining collaborative links with UN agencies, international organizations and the private sector, and representing the University in related conferences and meetings;
• Formulating project proposals and assessing external proposals and refining them for implementation by UNU or for submission for external funding;
• Monitoring and evaluating activities and submitting periodic reports, and preparing descriptions of programme activities as required;
• Assisting in designing and coordinating courses, delivering lectures, and supervising students as part of the UNU-IAS postgraduate degree programmes; and
• Performing other duties as assigned.

Required Qualifications and Experience:

• Advanced university degree (Ph.D.) in comparative education, sustainability, or a related field;
• At least seven (7) years of relevant, responsible experience in research and programme development in international organizations or research/training institutions.
• Demonstrated partnerships and established networks with various sectors, including UN agencies (e.g. UNESCAP, ITU, etc.), private sector and academia
• Extensive knowledge and experience in educational development and of ICT and social development in both academic and field settings.
• Detailed knowledge of the UN system and of its functions and activities;
• Demonstrated ability and experience in the development, planning, implementation, and evaluation of research and training programmes;
• Proven record of providing direct technical support to member states;
• A strong international research background, with proven academic achievements in relevant fields and an excellent publication record;
• Knowledge of, and familiarity with, funding sources and a proven ability to raise external funds;
• Ability to work harmoniously in a multicultural environment is required; in this context, a broad range of contacts within the international community of scholars, especially in developing countries, should be demonstrated;
• Proven sensitivity to gender issues and ability to incorporate gender issues in research agendas;
• English fluency is essential, and so is computer literacy. Working knowledge of other official UN languages is an advantage

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:

We offer competitive net salary (tax-exempted) at P-4 level commensurate to level of experience and allowances including post adjustment. Post adjustment is subject to change.

The post carries the standard set of United Nations benefits and entitlements for international positions in the UN Common Systems, including participation in the United Nations Joint Staff Pension Fund, the possibility of participation in a health insurance programme, education grant, removal expenses and home leave.


The Rector reserves the right to appoint a candidate at a level below that is advertised.

Duration of Contract:

This is a full time fixed-term appointment. The period of initial contract would be for a one-year term with the possibility of renewal on a fixed-term appointment basis, subject to satisfactory work performance, with the combined duration of fixed-term appointments not exceeding six (6) years. The mandatory age of retirement for United Nations staff is 65 years.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

Starting Date: 1 April 2019 (Negotiable)

Application Procedure:

Interested applicants should submit their applications by email (to ias.recruitment@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)](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm) form; please avoid using similar forms provided by other United Nations organizations
- a list of major research/project funding obtained and implemented over the last seven (7) years, indicating the amount and your role
- a list of major publications
- an indication of the reference number of the vacancy announcement (2019/UNU/IAS/FTA/APO/37236)

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