



UNITED NATIONS  
UNIVERSITY

**LOCAL RECRUITMENT  
(Kanazawa, Japan)**

**VACANCY ANNOUNCEMENT**

**LIAISON COORDINATOR  
UNU-IAS OUIK  
(G-4)**

**Organizational Unit** : United Nations University - Institute for the Advanced Study of Sustainability

**Reference Number** : 2020/UNU/IAS/FTA/00151528

**Applications to** : [ias.recruitment@unu.edu](mailto:ias.recruitment@unu.edu)

**Closing Date** : 8 October 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 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.

**UNU Institute for the Advanced Study of Sustainability (UNU-IAS)**

UNU-IAS is a UNU institute based at the university's headquarters in Tokyo, dedicated to advancing global efforts towards a more sustainable future. UNU-IAS serves the international community through policy relevant research and capacity development focused on sustainability, integrating 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. The work of UNU-IAS is directed towards priority issues for the UN system and Member States, contributing to high-level policymaking and debates to address problems of global concern. For more information please visit <http://ias.unu.edu>.

### **UNU-IAS Operating Unit Ishikawa/Kanazawa (UNU-IAS OUIK)**

The United Nations University Institute for the Advanced Study of Sustainability Operating Unit Ishikawa/Kanazawa (OUIK) was established in April 2008 with strong support by local governments of Ishikawa Prefecture and Kanazawa City in Japan. OUIK has provided local and regional input into UNU's sustainable development and international cooperation efforts in collaboration with other organizations, including UN agencies, academic institutes and local partners by implementing research on sustainable utilization of biodiversity and ecosystem services. OUIK also aims at developing communication and networks with local stakeholders through public outreach and capacity building, while sharing information about international trends.

### **Responsibilities**

Under the guidance of the Director of UNU-IAS and the direct supervision of the Director of OUIK and in close collaboration with the UNU personnel, the Liaison Coordinator will be responsible for the following duties:

- Oversee and coordinate the day to day management and operation of the programme activities, such as liaising with Ishikawa Prefecture and Kanazawa City government officials, programme outreach, event coordination and logistics, writing, editing and other tasks
- Assist the Director of OUIK to build coherence and cooperation within the OUIK, as well as to establish links with other academic institutions, scholars and stakeholders at the local level and beyond
- Assume responsibilities in public outreach, promoting the OUIK's activities and work to relevant audiences, including local stakeholders and community, academic institutions, foundations, the private sector and the general public
- Provide, where appropriate and within the ability of the Liaison Coordinator, research and research assistant contributions to projects and further develop areas of specialization to the benefit of the OUIK
- Assume responsibility for raising external fund
- Lead coherent policy and research integration
- Perform other duties as may be assigned

### **Required qualifications**

- A bachelor's degree in the area of environment, development, social sciences, or a related discipline
- Familiarity with the United Nations system and with administrative aspects of research management. Working experience at least 5 years in an academic institution would be highly desirable
- Excellent organizational, supervisory and planning skills
- Ability to establish work priorities and deliver within tight deadlines and handle multiple concurrent activities
- Ability to work with minimal supervision and with a high level of resilience
- Must be fluent in both oral and written English and Japanese languages with excellent drafting skills
- Strong IT skills
- Good team player with strong interpersonal skills demonstrated by the ability to work in a multicultural, 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**

Remuneration will be commensurate with the qualifications and experience of the successful candidate and will be within the salary scale of G-4 level of the General Service salary scale for Japan (duty station) in the UN Common System salary scale, plus benefits. For more information, please visit [www.un.org/Depts/OHRM/salaries\\_allowances/salaries/japan.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/japan.htm).

### **Appointment duration:**

This is a full-time position and locally recruited post. Initial appointment will be a fixed-term appointment of one (1) year with the possibility of renewal on a rolling fixed-term appointment basis, subject to funding availability and excellent work performance. The mandatory age of retirement for United Nations staff is 65 years old.

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

**Starting Date:** 1 January 2021

### **Application Procedure**

Interested applicants should submit their applications by email to [ias.recruitment@unu.edu](mailto:ias.recruitment@unu.edu) before the application closing date, and must include the following:

- A cover letter setting out how your qualifications and experience match the requirements of the position
- A curriculum vitae with a completed and signed [UNU Personal History form \(P11\)](#), downloadable from [United Nations University website](#). Please avoid using similar forms provided by other United Nations organizations
- A brief resume in Japanese
- An indication of the reference number of the vacancy announcement (2020/UNU/IAS/FTA/00151528)

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