



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
(Tokyo, Japan)**

VACANCY ANNOUNCEMENT

**Programme Assistant
(Personnel Service Agreement - PSA)**

- Organisational Unit** : United Nations University – Institute for the Advanced Study of Sustainability (UNU-IAS)
- Reference Number** : 2020/UNU/IAS/PDT/PSA/PA/72
- Applications to** : ias.recruitment@unu.edu
- Closing Date** : 5 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 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 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>.

Postgraduate Degree and Training (PDT) Programme

Through postgraduate education UNU-IAS develops international leaders with the interdisciplinary understanding and technical skills needed to advance creative solutions to problems of sustainability. The institute offers master's and doctoral degree programmes, and innovative short courses, in close collaboration with leading universities in Japan and other countries.

Responsibilities

The Programme Assistant provides administrative support for the implementation of the Postgraduate Degree and Training Programme in close communication with other UNU-IAS personnel. Under the overall supervision of UNU-IAS Director and Academic Director for Postgraduate Degrees and Training (PDT) Programme and direct supervision of Administrative Director for PDT Programme, the Programme Assistant will undertake the following tasks:

- In consultation with the Programme Coordinator of PDT, serve as a focal point for planning and implementation of UNU-IAS Postgraduate Programme, including administrative tasks related to applications, admission and enrolment, scholarship arrangement, and other relevant matters;
- Assist in planning and organizing faculty meetings and other academic-related meetings in coordination with faculty members;
- Plan and implement annual scholarship provision to relevant students;
- Collect, update and analyze data of current students and alumni;
- Prepare various reports and documents as required;
- Assist in planning and organizing various events including annual ceremonies, meetings and other relevant conferences;
- Serve as the focal point for administrative and academic matters for Postgraduate Programme in close communication within IAS, including the Director's Office and other projects;
- Assist Academic Director and Administrative Director in liaising with the donors and collaborators for UNU-IAS Postgraduate Programme; and
- Perform other duties as requested by Academic Director and Administrative Director.

Required Qualifications and Experience:

- Bachelor's Degree in Education, Business Administration, Finance, Accounting, Public Administration or equivalent field of study, preferably with work experience in office administration in an international environment
- At least 2 years of work experience at higher education institutions is desirable. Knowledge and experience related to academic affairs will be considered an added value
- Proficiency in MS Office Applications (MS Word, Excel, PowerPoint and Outlook)
- Excellent written and spoken English and Japanese language communication skills are essential
- Ability to establish priorities, work within tight deadlines and handle multiple concurrent activities
- Good team player with strong interpersonal 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:

Remuneration will be commensurate with qualifications and experience and will range from JPY 315,083 to 360,333 per month. There are no other fringe benefits.

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 a full-time employment on a Personnel Service Agreement (PSA) with UNU-IAS. The 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: 1 December 2020 (Negotiable)

Application Procedure:

Interested applicants should submit their applications by email (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 (in English)
- A curriculum vitae (CV) and a completed and signed [UNU Personal History \(P.11\)](#) form (both in English) please avoid using similar forms provided by other United Nations organisations
- A brief CV in Japanese
- An indication of the reference number of the vacancy announcement (2020/UNU/IAS/PDT/PSA/PA/72)