LOCAL RECRUITMENT  
(Tokyo, Japan)  

VACANCY ANNOUNCEMENT  

COMMUNICATIONS ASSOCIATE  
(Personnel Service Agreement - PSA)  

Organizational Unit : United Nations University - Institute for the Advanced Study of Sustainability  
Reference Number : 2020/UNU/IAS/PSA/CA/76  
Closing Date : 11 November 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.  

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, 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  

Responsibilities:  
The Communications Associate will promote UNU-IAS and its activities to raise visibility, with a particular focus on target audiences in Japan. She/he will play a key role in implementing the communications strategy of UNU-IAS, with the overall goal of shaping, packaging, and delivering the institute’s products and expertise to maximise impact, affect positive change, and drive further demand for UNU-IAS work.  

As part of the UNU-IAS Communications team, the associate will manage Japanese-language content across the institute’s digital channels and printed products, ensuring coherence, quality, and consistent branding. The associate will actively engage with colleagues throughout the institute to source content and develop integrated promotional campaigns based on strategic priorities. The Communications Associate will build relationships with relevant target audiences, including the media, and work in close coordination with the UNU Office of Communications on media relations.
Working under the general supervision of the UNU-IAS Director, and the direct supervision of the Manager of the UNU-IAS Communications team, the Communications Associate will:

- Curate and manage Japanese-language content for the UNU-IAS website and social media channels
- Write, translate, review, edit, and format content for both print and online communications
- Produce promotional materials such as brochures, newsletters, annual reports, and event posters
- Support the implementation of the new UNU website platform and visual identity
- Lead media relations in Japan by identifying opportunities, building relationships, and facilitating media interviews
- Develop and implement communications campaigns to promote key activities and outputs
- Develop guidelines and standards for Japanese content
- Source content and liaise with content authors
- Develop relationships and networks to enhance outreach
- Support the organisation of public events and workshops
- Conduct other relevant activities as necessary

**Required Qualifications and Experience:**

- A master’s degree or equivalent qualification in communications, sustainable development, environment, social sciences, or a related field. Equivalent experience in combination with a Bachelor’s degree will be considered
- A minimum of 2 years’ relevant working experience in an international setting
- Excellent writing, editing, and communications skills in both Japanese and English. This position requires native-level Japanese and at least business-level English. Ability in other official UN languages is an advantage
- Experience in writing and editing Japanese content for different audiences, including the general public
- Good understanding of the Japanese media and political landscape (domestic and international).
- Up-to-date knowledge of the use and management of social media platforms as well as best practices
- Familiarity with the UN system and current issues related to sustainability
- Proven ability to efficiently manage a variable workload
- Excellent computer skills and web literacy are essential. Experience using Wordpress, HTML, and/or the Adobe suite of creative products would be a strong advantage
- Good team player with strong interpersonal skills, and a demonstrated ability to work in a multicultural 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 315,000 to 373,000 per month. 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:
Early December 2020 (negotiable).

Application Procedure:
Interested applicants should submit their application online through Impactpool and upload the following documents there:
• A cover letter setting out how the qualifications and experience match the requirements of the position (in English);
• A curriculum vitae (CV)
• A brief CV in Japanese; and
• An indication of the reference number of the vacancy announcement (2020/UNU/IAS/PSA/CA/76)