LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Programme Assistant
Strategic Programme/Global Environment Outreach Centre
(Personnel Service Agreement—PSA)

Organizational Unit : United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)
Reference Number : 2021/UNU/IAS/PSA/PA/04
Closing Date : 17 February 2021

United Nations 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.

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. 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.

Strategic Programme / Strategy and Management Office
Strategic Programme is a new flagship programme implemented by the Strategy and Management Office (SMO) in collaboration with Units of Thematic Programmes of the Institute as well as multi-stakeholders such as local governments and the private sector under its Strategic Period 2020-2024. The Strategic Programme implements a research project on the governance on the SDGs, including monitoring and evaluation on the multiple benefits related to SDGs delivered from implementation of major environmental actions, and sustainable finance. The Strategic Programme also implements policy-oriented research activities related to 2030 Agenda for the Sustainable Development.
Global Environment Outreach Centre (GEOC)
The Global Environment Outreach Centre (GEOC) was jointly established by the Ministry of Environment of Japan and UNU; its mission is to foster partnership between various stakeholders, such as international agencies, national governments, local governments, companies, nonprofit organizations and citizens, to create a sustainable society. GEOC’s main activities include:

(i) organizing outreach events to promote sustainability and raise visibility of IAS in collaboration with other IAS projects and stakeholders,
(ii) promote and develop partnerships among international agencies, national governments, local governments, companies, nonprofit organizations, and citizen, and
(iii) disseminate information related to sustainability issues through digital platforms.

Responsibilities
Under the overall supervision of the UNU-IAS Director, and the direct guidance and supervision of the Programme Head, the Programme Assistant will assist academic and administrative activities of the SMO and GEOC. Specific responsibilities include the following duties:

• Assist various administrative matters related to the projects, including travel arrangements, contracts, procurements, and related payments;
• Assist in providing logistical support to the organization and follow-up of conferences, meetings and other public events;
• Assist the day to day management and operation of programmatic activities such as programme outreach, writing, editing, translation, preparation of presentation materials and other tasks;
• Assist in daily communications with other partners related to the project operation including meeting arrangements, information sharing and other related matters;
• Maintain supporting documents and filing system for the project;
• Perform other duties assigned by the supervisor on the topic.

Required Qualifications and Experience

• Bachelor’s degree in Business Administration, Public Administration, Environmental Science, International Relations or related field 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 Environmental Science, Development, 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;
• Knowledge and working experience in collaboration with diverse stakeholders including government agencies, international organizations, and NGOs 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 interpersonal skills, demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
• Excellent computer skills and proficiency in Microsoft Office are essential.

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 a junior level position in administrative affairs with scope for growth and additional responsibilities. Remuneration will be commensurate with qualification and experience and will range from JPY315,083 to 348,083 per month.

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 four (4) 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: As soon as possible

Application Procedure
Interested applicants should submit their application online through Impactpool and upload the following documents there:
- A cover letter setting out how your qualifications and experience match the requirements of the position.
- A curriculum vitae
- An indication of the reference number of the vacancy announcement (2021/UNU/IAS/PSA/PA/04). Please note that applications received after the closing date will not be considered.