LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT
(Personnel Service Agreement - PSA)

Organizational Unit: United Nations University – Centre, Administration
Reference Number: 2021/UNU/HQ/PSA/AA/13
Closing Date: Open until the positions are filled

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information, please visit http://unu.edu.

We are looking for outstanding individuals with strong commitment to customer service and the potential to bring a significant contribution to the worldwide expansion of UNU’s operations.

Responsibilities:

Reporting to the Operations Services Manager, the main duties and responsibilities of the Administrative Assistant include the day-to-day common services operations for UNU Centre Tokyo, such as:

- Maintain an updated list of all the Tokyo office headcount every month for security list, shared costs allocation, application forms for immigration;
- Update the security list to submit to the management team;
- Order business cards for colleagues;
- Issue certificates of employment, residential address and other documents for verification purposes;
- Update office seating map on a monthly basis; and
- Assist OS manager in regular HR operations such as onboarding staff members, protocol procedures, staff welfare fund process, and filing;
- Make payments for utility services using the ERP system and online banking system;
- Compute and allocate monthly shared costs for the Tokyo office;
- Handle payment process by submitting payment requests and filing the supporting documentation thereby ensuring adherence to appropriate financial procedures;
- Update the intranet on the operational manuals and the various information;
- Provide assistance to the initiatives taken to improve workflow and streamline operations processes to enhance efficiency and productivity and;
- Perform other related duties as assigned.
Required Qualifications and Experience:

- A bachelor’s degree or equivalent qualification with at least three (3) years of progressively responsible experience in a related area;
- Good Excel spreadsheet skills, including the use of functions and formulas (pivot table, sumif, and vlookup etc.), and experience in handling ERP systems;
- Fluency in both oral and written English is required; knowledge of another UN official language is an asset;
- Good command of oral and written Japanese;
- Result-oriented, self-motivated and “hands-on” with the ability to prioritize work and multi-task;
- Proven 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, experience and level of responsibilities within Administration.

Conditions:
This is a full-time employment on a one (1)-year Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to requirements and satisfactory work performance. The combined duration of appointment shall not exceed six (6) years.

This is a locally recruited post and no relocation allowances apply.

The successful candidate will be employed under a local contract and will not hold international civil servant status nor is he/she a “staff member” as defined in the UN Staff Rules and Regulations.

UNU does not sponsor a working visa for this position.

PSA holders are required to enroll in Japan’s national social health care and pension insurance systems.

UNU is not liable for any taxes that may be levied on the remuneration you receive under this contract. Payment of any such taxes remains the sole responsibility of PSA holders.

Applications from suitably qualified women candidates are particularly encouraged.

Starting Date: As soon as possible.

Application Procedure:
Interested applicants should submit their applications, and all required documents listed below online through Impactpool:
• a cover letter setting out how the qualifications and experience match the requirements of the position;
• full contact information of three (3) referees; and
• an indication of the reference number of the vacancy announcement (2021/UNU/HQ/PSA/AA/13).

Only shortlisted candidates will be contacted for further process.