



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
(Tokyo, Japan)**

VACANCY ANNOUNCEMENT

**Programme Coordinator
Global Environment Outreach Centre
(NOA)**

Organizational Unit : United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)
Reference Number : 2021/UNU/IAS/FTA/PC/GEOC/00167257
Closing Date : 2 May 2021

United Nations University Objectives:

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

The Strategic Programme will implement cross-cutting and flagship activities of UNU-IAS, together with the institute's Global Environment Outreach Centre (GEOC). Through a Strategy and Management Office (SMO), UNU-IAS will implement this programme and strengthen the overall management of the institute. The programme will organise highly visible events on key research and educational topics of UNU-IAS, promote research synergies between the three Thematic Programmes and OUIK, and contribute to urgent global agendas such as the 2030 Agenda, the Paris Agreement and green recovery. It will implement capacity building activities including the Mayors Academy for Sustainable Urban Development. The Strategic Programme and GEOC will collaborate

on innovative communication and outreach activities strengthening UNU-IAS digital knowledge provision within the newly integrated UNU-IAS website, enhancing UNU-IAS capacity to organise webinars and manage online databases, and providing evidence-based inputs to the High-Level Political Forum for Sustainable Development (HLPF), among others.

Global Environment Outreach Centre (GEOC):

The 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 Head of Programme and Administration, the Programme Coordinator of the GEOC will lead and coordinate academic and administrative activities of the GEOC of the Institute to promote outreach, knowledge management and multi-stakeholder engagement, as well as assist those of other projects on the Strategic Programme, in collaboration with the other Academic Programmes under the UNU-IAS Strategic Plan 2020-2024. Specific responsibilities of the Programme Coordinator will include:

- Lead and coordinate the GEOC activities related to outreach, knowledge management and multi-stakeholder engagement which include formulation of the work plans, organization and participation of events, and production and promotion of knowledge products, in collaboration with the other Academic Programmes and UNU-IAS partners;
- Plan, coordinate and supervise administrative activities of the GEOC, including budget, personnel and day-to-day-operation;
- Assist in research and analytical works, project proposals, coordination with UNU-IAS partners, fund raising, and other strategic activities related to the GEOC and other projects of the Strategic Programme;
- Support the Director and the Head of Programme and Administration by providing talking points and presentation materials for events and conferences related to the GEOC and other activities of the Strategic Programme;
- Assist in implementation of environmental management system of the Institute including ISO 14001; and
- Perform other duties as required by the Director and the Head of Programme and Administration.

Required Qualifications and Experience:

- Master's degree or equivalent, in a field related to Environmental Science, Social Sciences, Development Studies, or International Relations.
- At least five (5) years of work experience on outreach, knowledge management and multi-stakeholder engagement, including organization of conferences, logistical and financial arrangements, coordination with multi-stakeholders at an international organisation;
- Knowledge of the UN governance structure is an asset;

- Knowledge and experience on the environmental management system of the workplace will be considered an added advantage;
- Excellent analytical skills as well as demonstrated ability to multi-task and to manage own workload and schedule to deliver timely results;
- Excellent communication skills with fluency in both oral and written English and Japanese is essential;
- Proven sensitivity to gender issues; and
- 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.

Remuneration

Remuneration will be commensurate with the qualifications and experience of the successful candidate and will be within the salary scale of NOA level of the National Officer salary scale for Japan (duty station) in the UN Common System salary scale, plus benefits. For more information, please visit

https://www.un.org/Depts/OHRM/salaries_allowances/salaries/japan.htm

Appointment duration:

This is a full-time position. 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.

This is a locally recruited post. Suitably qualified women applicants are particularly encouraged to apply.

Starting Date: 1 July 2021

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 completed and signed [UNU Personal History \(P.11\) form](#). Please avoid using similar forms provided by other United Nations organizations.
- a curriculum vitae
- A brief resume in Japanese
- An indication of the reference number of the vacancy announcement (2021/UNU/IAS/FTA/PC/GEOC/00167257).