LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Human Resource Assistant
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University - Institute for the Advanced Study of Sustainability

Reference Number : 2021/UNU/IAS/PSA/HRA/31

Closing Date : 17th June 2021

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:
Under the overall supervision of UNU-IAS Director, and under the direct guidance and supervision of Head of Programme and Administration of UNU-IAS, and in close coordination of Human Resource Associate, the incumbent shall perform the following tasks:

• Assist administration of all human resources, including payrolls, recruitments, contract renewals and non-renewals, contract management, performance appraisals, leave monitoring, and training and development;
• Ensure all UNU regulations and procedures related to human resources are implemented. Assist operating procedures with efficiency and risk management in mind;
• Analyse available human resource policies and assist in establishing solutions for human resources needs in the institute;
• Assist planning and implementing HR related policies identified in the UNU-IAS Strategic Plan 2020-2024 including safe and supportive working environment and professional career development of personnel;
• Maintain HR records and filing system;
• Assist onboarding and outboarding of personnel, updates welcome packages reflecting local specifics;
• Work closely with UNU’s Human Resources unit to ensure smooth operation, clarify implementation of policies and approval of exceptions;
• Prepare reports, minutes, communications and other documents; and
• Perform any other duties related to the UNU-IAS Administration as may be assigned.

Required Qualifications and Experience:
• Undergraduate degree or equivalent qualification in human resources, business administration, social sciences or a related field;
• An extensive experience as administrative staff work environment including general affairs and a minimum of 3 years in HR or relevant working experience in an international setting;
• Writing and communications skills in both English and Japanese;
• Proven ability to manage Enterprise Resource Planning (ERP) and basic Microsoft Office programs;
• Office automation applications knowledge/experience in using PeopleSoft and Microsoft Visio, Power Automate is an asset;
• Ability to efficiently manage a various workload;
• Familiarity with the UN system or other international institutions is an advantage; and
• Good team player with strong interpersonal skills, demonstrated by the 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.

Applications from suitably qualified women candidates are particularly encouraged.

Remuneration:
Remuneration will be commensurate with qualifications and experience and will range from JPY 337,083 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 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:
August 2021 (negotiable)
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 (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 organizations
- a brief CV in Japanese
- an indication of the reference number of the vacancy announcement (2021/UNU/IAS/PSA/HRA/31)