



UNITED NATIONS
UNIVERSITY

RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Partnerships Associate (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/BDS/44
Closing Date	:	21 May 2021

United Nations University Objectives:

The United Nations University (UNU) brings together an international community of scholars engaged in research, postgraduate training and the dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. UNU serves as a think tank for the United Nations system-it is a platform for new and creative ideas, as well as academic and policy dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has established fifteen institutes and programmes worldwide. For more information, please visit <https://unu.edu>.

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 <https://ias.unu.edu>.

Biodiversity and Society (BDS)

BDS is an Academic Programme of UNU-IAS that implements activities to promote Socio-Ecological Production Landscapes and Seascapes (SEPLS) by enhancing academic excellence. Based on the research outputs, the programme contributes to biodiversity related global discussions such as the negotiation for Post-2020 Global Biodiversity Framework (GBF). It also implements capacity development activities based on accumulated experience and knowledge on SEPLS, such as promoting other effective area-based conservation measures (OECMs) and assisting Parties to the Convention on Biological Diversity (CBD) to promote landscape approaches through the process of revision and implementation of National Biodiversity Strategies and Action Plans (NBSAPs) to contribute to the GBF and Sustainable Development Goals (SDGs).

The BDS programme also provides operational support for the International Partnership for the Satoyama Initiative (IPSI), serving as its secretariat in a fair and participatory manner and leading its multi-stakeholder engagement process.

Responsibilities:

Under the overall supervision of the UNU-IAS Director, and the direct supervision of the Project Manager for the BDS programme, the Partnerships Associate will engage in biodiversity related policy discussion, capacity development programme, operational support of network manage by UNU-IAS and assistance of research activities to contribute to the promotion of BDS programme, through responsibilities for the following duties:

- Engage in the negotiation process under the Convention on Biological Diversity (CBD) and other related international conferences to promote uptake of BDS outputs;
- Engage in the capacity development projects of BDS, such as a project on promoting Other Effective Conservation Measures (OECMs) and capacity development for developing and implementation of National Biodiversity Strategy and Action Plans (NBSAPs);
- Assist in the research activities of BDS;
- Mobilize professional networks to raise the visibility of BDS activities
- Provide operational support for IPSI, with responsibility for communicating with member organizations, and development of IPSI's operational and policy documents, such as the annual report and its Plan of Action;
- Contribute to writing and editing of BDS materials such as official meeting documents, case study summaries and project outputs for online and print publications to ensure quality, coherence, and correctness; and
- Perform any other duties as may be assigned or required by the Project Manager.

Required Qualifications and Experience:

- A master's degree or equivalent qualification in biodiversity, cultural diversity, sustainability or a related field. Equivalent experience in combination with a bachelor's degree will be considered.
- A minimum of three years relevant working experience in an international setting.
- Experience in developing and/or management of international network.
- Experience in international negotiating process on biodiversity and sustainable development.
- Familiarity with the UN system and the current issues discussed at the CBD.
- Fluency in English is required, and Japanese language ability is preferred. Strong ability in other official UN languages is an advantage.
- Good writing and editing skill for the general public and academic audience.
- Proven ability to efficiently manage a variable workload.
- 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 413,167 to 456,417 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 1 year, with the possibility of renewal subject to satisfactory work performance, with the combined duration of appointments not exceeding 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: June 2021 (negotiable)

Application Procedure:

Interested applicants should submit their applications 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 and a completed and signed [UNU Personal History \(P11\) form](#) downloadable from United Nations University website. Please avoid using similar forms provided by other United Nations organizations
- an indication of the reference number of the vacancy announcement (2021/UNU/IAS/PSA/PA/BDS/44).

Please note that applications received after the closing date will not be considered.