LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Assistant to Senior Vice-Rector
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University Centre – Office of the Rector
Reference Number : 2021/UNU/HQ/RO/PSA/ASVR/52
Closing date : 11 June 2021

United Nations University (UNU):
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. For more information, please visit http://unu.edu.

United Nations University – Office of the Rector:
The Office of the Rector supports the Rector in his capacity as chief academic and administrative officer of the UNU. The Office assists in executive management and coordination of the UNU system, and provides overall direction in matters of governance and policy development. The Office supports the work of the University’s governing board, the UNU Council and its Executive Committee, and manages the legal affairs of the University.

Responsibilities:
Under the direct supervision of the Senior Vice-Rector, and in close coordination with the personnel in the Office of the Rector, the Assistant will undertake the following tasks:

- Provide administrative support in managing the working schedule of the Senior Vice-Rector, including scheduling and updating of appointments, communicating with relevant parties, answering telephone calls, receiving visitors, both in-house and outside contacts and handling queries;
• Coordinate with the Office of the Rector and other units to arrange various meetings and events;
• Provide logistical support and prepare internal reports for projects organized by the Senior Vice-Rector and the Office of the Rector;
• Manage and handle all forms of correspondence including e-mail, in English and Japanese;
• Make necessary travel arrangements and prepare required documents for visa and other travel matters;
• Process various payments relevant to the office of the Senior Vice-Rector, as necessary;
• Provide assistance in preparing various documents, papers, and presentations for the Senior Vice-Rector and, when necessary, the Office of the Rector;
• Provide academic and research support to the Senior Vice-Rector, including preparation and editing of speeches and seminar presentations;
• Maintain documentations, business cards and filing system for all activities undertaken by the Senior Vice-Rector;
• Perform any other duties as required and prescribed by the Senior Vice-Rector and the Office of the Rector.

**Required qualifications and experience:**

• A bachelor’s degree or equivalent qualification in business, finance, accounting, social sciences, or other related fields
• At least five (5) years of work experience, preferably at an international organization;
• Proficient in Microsoft Office suite;
• Fluency in both oral and written English and Japanese is required; knowledge of another UN official language is an asset;
• Ability to establish priorities, multi-task and work within tight timelines;
• Excellent team player with strong interpersonal skills and 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 and experience of the successful candidate, and typically ranges from JPY 350,000 to 400,000 per month. Please note that UNU does not make or is liable for any tax payment on your behalf and any tax payments will solely be your responsibility. There are no other fringe benefits.

**Duration of contract:**

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, and the combined duration of appointments not exceeding six (6) years.
This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a UNU 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.

**Starting date:**

It is expected that the appointee will take up the position by 1 September 2021 at latest.

**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;
- a curriculum vitae (in English);
- a completed and signed UNU Personal History (P.11) form downloadable from the UNU website. Please avoid using similar forms provided by other United Nations organizations;
- an indication of the reference number of the vacancy announcement (2021/UNU/HQ/RO/PSA/ASVR/52).

Please note that applications received after the closing date will not be considered and only short-listed candidates will be notified.