LOCAL RECRUITMENT  
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Research Assistant - Japan and Korea GIAHS Research Project  
(UNU-IAS OUIK)  
Consultant Contract (CTC)

Organizational Unit : United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)

Reference Number : 2021/UNU/IAS/CTC/RA/OUIK/56

Closing Date : 18 June 2021

About United Nations University

The United Nations University (UNU) is an international community of scholars engaged in policy-oriented research, 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 the past four decades, UNU has been a go-to think tank for impartial research on human survival, conflict prevention, sustainable development, and welfare. With more than 400 researchers in 12 countries, UNU’s work spans the 17 Sustainable Development Goals’ full breadth, 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

UNU 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 https://ias.unu.edu.

UNU-IAS Operating Unit Ishikawa/Kanazawa (UNU-IAS OUIK)

The United Nations University Institute of Advanced Studies Operating Unit Ishikawa/Kanazawa (OUIK) was established in April 2008 with strong support by local governments of Ishikawa Prefecture and Kanazawa City in Japan. OUIK has provided local and regional input into UNU’s sustainable development and international cooperation efforts in collaboration with other organizations, including UN agencies,
academic institutes and local partners by implementing research on sustainable utilization of biodiversity and ecosystem services. OUIK also aims at developing communication and networks with local stakeholders through public outreach and capacity building, while sharing information about international trends.

**Japan and Korea GIAHS Research Project:**
UNU-IAS and the Rural Development Administration of the Republic of Korea (RDA) are conducting a 3 year joint research project from 2018 to 2021, titled “Introduction of technologies on characteristic analysis and conservation management in Agricultural Heritage Systems”, with the aim to develop conservation management indicators and guidelines on evaluation of the sustainability of the Globally Important Agricultural Heritage System (GIAHS) in Japan and Korea, designated by the Food and Agriculture Organization of the United Nations (FAO).

**Responsibilities:**
Under the overall guidance of the Director of UNU Institute for the Advanced Study of Sustainability (UNU-IAS) and under the direct guidance and supervision of the Director of UNU-IAS Operating Unit Ishikawa Kanazawa (UNU-IAS OUIK) in collaboration with the Project Researchers, the Research Assistant will carry out the following tasks:

- support the UNU-IAS research on Korea GIAHS through collecting, inputting, and analyzing data of academic papers and related documents in Korean and English, and consolidating the findings into English reports for the Japan and Korea GIAHS Research Project,
- support in drafting of the aforementioned project final report and other outputs as relevant,
- support other activities in organizing workshops, seminars, symposiums and other events related to the aforementioned project, and
- perform other duties as may be required by the Director of UNU-IAS OUIK

**Required Qualifications and Experience:**

- a Master’s degree or equivalent in the field of Environmental Science, Environmental Engineering, Rural and Agricultural Planning or a related field
- excellent writing and communication skills in English; knowledge of other United Nations official languages is an asset
- sound proficiency in Korean language
- demonstrated ability to coordinate and conduct policy-relevant research on sustainability assessments and governance for sustainable development in an interdisciplinary approach
- computer and web literacy required. Strong IT skills would be an asset
- experience in organizing of research workshops and other events is an asset
- 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

**Duration of contract**
The successful candidate will be retained under a Consultant Contract (CTC) for the above-mentioned project for six months. Consultants engaged by UNU may not provide services for more than twenty-four (24) months in a thirty-six (36) month period.

**Proposed payment schedule**
Monthly lump sum payment will be made on a monthly basis, inclusive of all fees, upon submission of monthly time sheet and monthly progress report.

**Travel considerations**
Should “mission travel” be required, UNU will pay for travel. However, this will be subject to the following prerequisites: Medical Clearance, Security Clearance through the Travel Request Information Process (TRIP) system, completion of the BSAFE online course, travel Visa, and liability waiver. Trip prerequisites will be met at the expense of the consultant.

Travel cost will be calculated based on economy class travel, regardless of the length of travel. Costs for accommodation, meals and incidentals must not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC at http://icsc.un.org).

Expected start date: 1 July 2021

Application procedure:
Interested applicants should submit their applications via Impactpool and must upload the following:

- a cover letter setting out how your qualifications and experience match the requirements of the position and your expected daily fee
- 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 organisations; and
- a full CV in English with a list of publication.

Assessment
Evaluation of qualified candidates may include a desk review and a competency-based interview.

Special notice
UNU does not sponsor a working visa for this position.

Consultants do not hold international civil servant status nor are they considered a “staff member” as defined in the United Nations Staff Rules and Regulations.

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. Applications from developing countries, and from women are strongly encouraged.

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.

Information about UNU rosters
UNU reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNU at the same grade level and with similar job description, experience and educational requirements.

Scam warning
UNU does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.