VACANCY ANNOUNCEMENT

Administrative Assistant (Personnel Service Agreement - PSA)

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

Reference Number: 2021/UNU/IAS/PSA/AA/OUIK/78

Closing Date: 13 August 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.

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.

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

UNU-IAS 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. For more information please visit https://ouik.unu.edu/.

Responsibilities:

Under the direct guidance and supervision of the Director of UNU-IAS OUIK and in close collaboration with the UNU personnel, the Administrative Assistant shall be responsible for the following duties:

- Provide day-to-day operational tasks in general services;
- Assist in the organization and follow-up of symposiums, workshops, seminars, and other events, including logistical arrangements;
- Arrange all matters pertaining to travels;
- Arrange all matters pertaining to procurement;
- Compilate and manage the related data and documents;
- Assist in coordination with various stakeholders; and
- Perform other duties as may be assigned.

Required Qualifications and Experience:

- Associate degree in relevant fields of international relations, foreign language, or comparable work experience;
- Three (3) to five (5) years of work experience;
- Knowledge and working experience on organization of conferences, travel, procurement, logistical and financial arrangements desirable;
- Excellent communication skills with proficiency in both oral and written English and Japanese;
- Computer/web literacy is a must;
- A good team player with strong inter-personal skills, demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; and
- Ability to perform multitask and to manage own workload to deliver the outcome in timely manner.

Remuneration:

The successful candidate will be employed under a local PSA contract and no relocation allowances apply. UNU offers an attractive compensation package including a monthly salary in the range JPY 315,083 to JPY348,083 per month commensurate with the experience and qualifications of the candidate. Benefits include 30 days annual leave and a health insurance scheme.

PSA holders are required to enroll in Japan’s national social health care and pension insurance systems.

UNU is not liable for any taxes that may be levied on the remuneration you receive under this contract. Payment of any such taxes remains the sole responsibility of PSA holders.

Duration of Contract:

The duration of the initial contract is 1 year. This is Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to requirements and satisfactory work performance. The combined duration on a PSA contract with UNU may not exceed six (6) years. The mandatory age of retirement for PSA is 65 years.

Starting Date: 1 October 2021 (negotiable)
Application Procedure:

Interested applicants should submit their applications online using the link through Impactpool and must upload the following:

- 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 downloadable from the UNU website. Please avoid using similar forms provided by other United Nations organisations; and
- a full CV both in English and Japanese.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview, background checks and references.

Special notice

UNU does not sponsor a working visa for this position.

PSA holders do no hold international civil servant status nor are they considered a “staff member” as defined in the UN 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 and become part of the organization. Applications from developing countries, and from women are strongly encouraged. Eligible internal applicants are encouraged to apply.

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.