



UNITED NATIONS
UNIVERSITY

**LOCAL RECRUITMENT
(Tokyo, Japan)**

VACANCY ANNOUNCEMENT

**Administrative Assistant
(Personnel Service Agreement - PSA)**

Organizational Unit	:	United Nations University - Institute for the Advanced Study of Sustainability
Reference Number	:	2021/UNU/IAS/PSA/AA/80
Closing Date	:	Open until position is filled

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>.

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 Programme and Administrative Officer, the incumbent shall perform the following tasks:

- provide variety of administrative support in day-to-day operations to support a finance focal point for the Institute
- assist in producing and analysing financial reports and closely liaise with IAS personnel in updating such reports
- assist in processing and monitoring various financial activities including payment and account management through the designated ERP system
- assist in various finance related administrative work, closely liaising with the UNU-Centre Administration (Offices in Tokyo and Kuala Lumpur)
- maintain supporting documents and online filing system for the IAS projects
- ensure full compliance with UN Financial Rules and Regulations, UNU procedures and the policies of UNU
- perform any other duties related to the UNU-IAS Administration as may be assigned by UNU-IAS Director and Programme Head and Administration of UNU-IAS

Required Qualifications and Experience:

- a bachelor's degree in business, accounting, sustainable development, environment, social sciences, or a related field
- a minimum of 2 years' relevant working experience in an international setting
- demonstrated Excel skills and/or experience with productivity software. Familiarity with PeopleSoft is asset
- writing and communications skills in both Japanese and English
- familiarity with the UN system and current issues related to sustainability is an advantage
- ability to efficiently manage a variable workload
- good team player with strong interpersonal skills, demonstrated by the ability to work in a multicultural environment with sensitivity and respect for diversity

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 from JPY315,083 to JPY384,083 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 the qualifications and experience match the requirements of the position (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; and
- a full curriculum vitae (CV) in English
- a brief CV in 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 not 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.