



UNITED NATIONS
UNIVERSITY

**LOCAL RECRUITMENT
(Tokyo, Japan)**

VACANCY ANNOUNCEMENT

**Academic Librarian
(Personnel Service Agreement - PSA)**

Organizational Unit	:	United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)
Reference Number	:	2021/UNU/IAS/PSA/AL/81
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>.

About the 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>

United Nations University Library for UNU-IAS:

The UNU Library is committed to providing reliable library and information services to assist research and postgraduate education programmes for UNU-IAS. As one of the three libraries under the UNU, relatively in a small scale itself, it is located in Tokyo and manages collections and information resources development. The library organizes instructional sessions in the use of its resources and maintains the archives in support of research and postgraduate educational programmes.

For more information on the UNU Library Online Catalogue, please visit <https://library.unu.edu/>.

Responsibilities:

The incumbent serves for the following assignments as an academic librarian and report to the Academic Director and Administrative Director of Postgraduate Degree and Training (PDT) Programme.

- Manage library system; ensure that the library's online resources and tools are up-to-date and easily accessible to our stakeholders, update data/records for the library collections, and maintaining the booking system for the library seminar space;
- Provide interlibrary loan service (ILL) to current students, faculty, staff (IAS and UNU);
- Provide knowledge and information services to researchers, faculty and postgraduate students, including the required reading materials for courses to be available to the students, and information literacy training;
- Select, catalogue and index classify library resources, and if manageable digitize the UNU's historical documents and audio-visual materials;
- Coordinate internally the selection of e-resources and negotiate with other UNU institutes annually for the purchase and organization of such resources;
- Develop various authority files in the ILMS in collaboration with the IT department;
- Maintain subscription, purchase orders and payments records; settle invoices;
- Provide effective communication channels to library suppliers, book shops and publishes,
- Based on annual budget, make purchase order, produce purchase report coordinating with IAS finance team; and
- Perform other tasks as required.

Required Qualifications and Experience:

- A degree in Library and Information Management or other field of study with a qualification in Library and Information Management is required with at least 3 years of professional work experience in a library.
- A librarianship qualification accredited in Japan or from overseas;
- Knowledge and expertises of managing library management system and softwares;
- Knowledge and experience of working at international organizations/international setting and/or in developing countries is an advantage;
- Ability to establish priorities, take initiative, work within tight deadlines and handle multiple concurrent activities;
- Strong problem solving skill, and analytical skills;
- Excellent communication skills in English (written and oral) are essential; Proficiency in Japanese is an advantage;
- Proficiency in MS Office Applications (MS Word, Excel, PowerPoint and Outlook);
- A strong interpersonal skill demonstrated by the ability to work with people having diverse values and cultures;
- Public speaking skills to provide library instruction and orientations; and
- Knowledge of the UN governance structure and its documentation structure will be considered an added advantage.

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 JPY360,333 to JPY398,333 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: As soon as possible

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 curriculum vitae and completed and signed [UNU Personal History \(P.11\)](#) form (both in English); Please avoid using similar forms provided by other United Nations organizations.
- A brief CV in Japanese; and

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.