



**UNITED NATIONS
UNIVERSITY**

LOCAL RECRUITMENT - TOKYO, JAPAN

VACANCY ANNOUNCEMENT

PROGRAMME ASSOCIATE (PERSONNEL SERVICE AGREEMENT - PSA)

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

Reference Number : 2016/UNU/IAS/PSA/PRA/66

Applications to : ***By Post:***
UNU-IAS Director
United Nations University, Headquarters 53-
70, Jingumae 5-chome, Shibuya-ku Tokyo
150-8925, Japan.

By Fax: +81 3 3499-2828

By Email: gsdpsa@unu.edu

Closing Date : 31 August 2016

United Nations University Objectives:

The UNU is an international community of scholars engaged in research, postgraduate training and the dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. The University functions as a think tank for the United Nations system, contributes to capacity building, particularly in developing countries, and serves as a platform for new and innovative ideas and dialogue. For more information, please visit <http://unu.edu>.

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

UNU-IAS is a new UNU institute, created in January 2014 through the consolidation of the former UNU Institute of Advanced Studies, Yokohama, and the UNU Institute for Sustainability and Peace (UNU-ISP), Tokyo. It is 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>

Governance for Sustainable Development (GSD) project

GSD is one of several UNU-IAS projects focusing on sustainable development governance. The project aims to contribute to global and sub-global discussions on implementation and follow-up of the Sustainable Development Goals (SDGs) in the short term, and to propose policies and frameworks for a long-term transformation in human behavior towards a sustainable society. The research undertaken aims to examine the major challenges in the field of sustainable development and 2030 Agenda for Sustainable Development, and fundamental questions on how to achieve sustainability in the twenty-first century. Particular focus will be on the Goal 12 on sustainable consumption and production.

Part of the project is funded by the Ministry of the Environment, Japan, as part of the S-16 project of its Environmental Research and Technology Development Fund.

Responsibilities:

Under the overall supervision of the UNU-IAS Director and direct supervision of the head of UNU-IAS GSD Project, the Programme Associate will perform the following duties:

- Assist in day-to-day operation and administrative work, including management of postdoctoral fellows, procurement and travel, in close coordination with UNU Administration Office;
- Assist in organizing and following-up various events and handle relevant administrative processes;
- Assist overall management of project budgets, including monitoring and periodic review of budget performance, and preparation of financial reports and other relevant documents as required by the UNU-IAS and funding agencies;
- Assist the project in establishing links with other academic institutions and scholars in Japan;
- Assume responsibilities for clerical assistance to the head of the project;
- Serve as a liaison between UNU-IAS and Keio University for S-16 project; and
- Perform other duties as may be required by the head of the project or the Director.

Required Qualifications and Experience:

- Bachelor's degree in Political Science, Business Administration, Finance, Accounting, Public Administration or equivalent field of study with at least three (3) years of work experience in office administration, preferably in an international environment;
- Knowledge and experience of coordination and organization of conferences, including logistical and financial arrangements. Knowledge of the UN governance structure is an asset;
- Knowledge and experience of administrative and financial management of projects funded on the consignment contract basis by competitive research funds including the Environmental Research and Technology Development Fund is desirable;
- Excellent communication skills with fluency in both oral and written English and Japanese. Knowledge of other UN official languages is an asset;
- Proficiency in MS Office Applications (MS Word, Excel, PowerPoint, and Outlook). Experience in using ERP systems like PeopleSoft system is advantageous;
- Ability to establish priorities, work within tight deadlines, and handle multiple concurrent activities; and
- 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.

Remuneration:

Remuneration will commensurate with qualification and experience, and will range from JPY 250,000 to 300,000 per month. There are no other fringe benefits.

Duration of Contract:

This is part-time employment (28 hours per week) on a Personnel Service Agreement (PSA) with UNU-IAS. Initial appointment will be for one (1) year, with the possibility of renewal subject to satisfactory work performance. The combined duration of appointments shall not exceed six (6) years.

This is a locally recruited post. The successful candidate will be employed under a local contract and will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations. UNU does not sponsor a working visa for this position.

Starting Date: 1 October 2016 (negotiable)

Application Procedure:

Interested applicants should submit their applications, preferably by email (gsdpsa@unu.edu) and must include the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A curriculum vitae and a completed and signed [UNU Personal History \(P.11\)](#) form; please avoid using similar forms provided by other United Nations organizations;
- An indication of the reference number of the vacancy announcement (2016/UNU/IAS/PSA/PRA/66); and
- A curriculum vitae in Japanese.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8)