LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University – Office of the Rector
Reference Number : 2017/UNU/HQ/RO/PSA/AA/52
Applications to
By Post: Office of the Rector
United Nations University Headquarters
53-70, Jingumae 5-chome
Shibuya-ku, Tokyo 150-8925, Japan

By Email: admin.asst@unu.edu

Closing Date : Position to be filled as soon as possible

United Nations University Objectives:

The United Nations University (UNU) is a global think tank and postgraduate teaching organisation. UNU aims to contribute, through collaborative research and education, to efforts to resolve the pressing global problems of human survival, development and welfare that are the concern of the United Nations, its Peoples and Member States. In carrying out this mission, UNU acts as a bridge between the international academic community and the UN system. In addition to the UNU Headquarters located in Tokyo, UNU has fifteen institutes and programmes worldwide. For more information, please visit http://unu.edu.

The Office of the Rector:

The Office of the Rector supports the Rector in his capacity as the chief academic and administrative officer of the UNU, and assists in executive management and coordination of the UNU system. This includes responsibilities for the University’s direction, organisation, administration, and programme and institutional development. The Office provides an overall supporting role for governance and policy development within the UNU system, in particular through the UNU’s governing body, the UNU Council (and its Executive Committee), as well as through the advisory boards and committees of UNU institutes and programmes, and the Conference of Directors of UNU institutes and programmes (CONDIR).
**Responsibilities:**

The Administrative Assistant will work under the joint supervision of the Executive Officer and the Chief of Staff, and in close coordination with the staff in the Office of the Rector (RO). The Administrative Assistant will undertake following tasks:

- Support the Executive Officer and Chief of Staff with their work schedules and with communications to both internal and external contacts;
- Assist the Executive Officer and Chief of Staff in facilitating information flow with UNU institutes and other parties;
- Improve internal knowledge management and archiving, and update key documents and records;
- Coordinate within the RO and with other internal and external parties to arrange conferences, events and meetings;
- Provide assistance in preparing various documents, papers, meeting minutes, and presentations;
- Prepare various announcements to be dispatched by the Executive Officer and Chief of Staff;
- Support travel arrangements for the Executive Officer and Chief of Staff;
- Manage and handle all correspondence, including e-mails, letters and telephone calls, in both English and Japanese;
- Act as the point of contact for visitors;
- Process various payments relevant to the duties of the Executive Officer and Chief of Staff;
- Perform other duties as required.

**Required qualifications and experience:**

- A University degree;
- At least three years of work experience, preferably at an international organisation;
- Proficient in Microsoft Office suite, in particular MS Excel and PowerPoint;
- Fluency in both oral and written English and Japanese is required; knowledge of another UN official language is an asset;
- Ability to establish priorities, multi-task and work within tight timelines;
- Attention to detail and problem solving skills;
- Excellent team player with strong interpersonal skills and ability to work within a multi-cultural environment with sensitivity and respect for diversity.

**Remuneration:**

Remuneration will range between JPY 300,000 to JPY 400,000 per month commensurate with qualifications and experience. Please note that UNU does not make or is liable for any tax payment on your behalf and any tax payments will solely be your responsibility.

**Duration of contract:**

This is full-time employment on a one year Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to satisfactory work performance. The combined duration of appointment shall not exceed six years.

This is a locally recruited post and no relocation allowances apply - applications from outside Japan will not be considered. The successful candidate will be employed under a UNU contract and will not hold international civil servant status nor is he/she a “staff member” as defined in the UN Staff Rules and Regulations.
Starting date: The start date will be negotiated with successful candidate, with a preference for as soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by email, and must include the following:

- a cover letter setting out how their qualifications and experience match the requirements of the position;
- a curriculum vitae and a completed and signed UNU Personal History (P.11) form downloadable from the UNU website. Please avoid using similar forms provided by other UN organisations;
- the reference number of the vacancy announcement (2017/UNU/HQ/RO/PSA/AA/52).

Please note that only short-listed candidates will be notified.