VACANCY ANNOUNCEMENT

COMMUNICATION COORDINATOR
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University – Institute for the Advanced Study of Sustainability (UNU-IAS)
Reference Number : 2017/UNU/IAS/PSA/CC/65
Applications to : esdpapsa@unu.edu
Closing Date : 31 August 2017

United Nations University Objectives:

The United Nations University (UNU) brings together 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. UNU serves as a think tank for the United Nations system—it is a platform for new and creative ideas, as well as academic and policy dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has established fifteen institutes and programmes worldwide. 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.

Education for Sustainable Development (ESD)

The Education for Sustainable Development (ESD) project contributes to designing and undertaking interdisciplinary, policy-oriented research and capacity development activities through two flagship initiatives: the global multi-stakeholder network of Regional Centres of Expertise on ESD and the Promotion of Sustainability in Postgraduate Education and Research Network (ProSPER.Net), an alliance of higher education institutions throughout the Asia–Pacific region.
Responsibilities:

Under the overall supervision of the UNU-IAS Director and under the direct guidance and supervision of the ESD Project Director, the Communications Coordinator shall perform the following tasks:

• Assist in the planning, development and production of ESD Project publications
• promote key events, and publications of the Project through targeted media and by other means
• develop relationships with the Project’s networks to enhance outreach
• put in place, facilitate, moderate and feed online ESD networks including the RCE Portal and other appropriate online communities
• source content and edit articles for the bulletins and two websites on a regular basis
• further develop the quality of the RCE Portal to facilitate increased communication among members, in particular to improve the ability to search for information
• develop communication guidelines for the RCE Community
• manage social media outlets for ProSPER.Net and RCE
• manage ProSPER.Net website
• develop and hire vendors such as designers, editors for publications and developers for RCE Portal and ProSPER.Net website
• conduct other relevant tasks based on specific requests by the Director of the ESD Project

Required Qualifications and Experience:

• master’s degree or equivalent qualification in a field related to sustainable development, environment, social sciences, communications or related field
• a minimum of three (3) years of progressively relevant working experience
• excellent computer skills and web literacy are essential, including basic knowledge of HTML
• strong ability to think strategically to increase the visibility and outreach of the ESD project
• native or near-native proficiency in English and Japanese is an asset. Working knowledge in other official UN languages is an advantage
• a good team player with strong interpersonal skills demonstrated by the ability to work in a multicultural and multi-ethnic environment with sensitivity and respect for diversity

Remuneration:

Remuneration will commensurate with qualifications and experience, and can range from JPY 350,000 to 400,000 per month. There are no other fringe benefits.

Duration of Contract:

This is a full-time employment 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, with the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post; no relocation expenses or allowances apply. 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 2017 (negotiable)
Application Procedure:

Interested applicants should submit their applications by email (to esdpapssa@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 downloadable from the UNU website. Please avoid using similar forms provided by other United Nations organizations;
• a brief resume in Japanese;
• an indication of the reference number of the vacancy announcement (2017/UNU/IAS/PSA/CC/65).

Please note that applications received after the closing date will not be considered.

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)