LOCAL RECRUITMENT  
(Tokyo, Japan)  

VACANCY ANNOUNCEMENT  

Programme Assistant  
Education for Sustainable Development  
(Personnel Service Agreement - PSA) 

Organizational Unit : United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS) 
Reference Number : 2017/UNU/IAS/PSA/PA /80 
Applications to : esdpapsa@unu.edu 
Closing Date : Open until position is filled 

United Nations University Objectives:  
The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and 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. 

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 (RCEs) 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 Director of UNU-IAS and under the direct guidance and supervision of the ESD Project Director, the Programme Assistant shall perform the following tasks:

- provide administrative assistance in travel arrangements, procurements, and payments for the Project
- render logistic support for organization and follow-up of conferences, workshops, seminars and other events
- maintain documentations and filing system for the Project
- assume responsibilities for clerical support to the Project Director
- perform other duties as may be assigned

Required qualifications and experience:

- a university degree, in a field related to Business Administration, Public Administration, Finance, Education, Social Sciences, Development Studies, Environment, or Sustainable Development
- at least three (3) years of progressively responsible experience in a related area. Work experience in office administration or related duties at international organizations is an asset
- knowledge and experience of working with coordination and organization of conferences, logistical and financial arrangements, and ideally sustainable development related issues. Knowledge of the UN governance structure will be considered an added advantage
- knowledge of international educational development, ESD, international and comparative education and/or environmental education is a definite advantage
- excellent computer and organizational skills
- excellent communication skills with fluency in both oral and written English and Japanese
- a good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Remuneration:

Remuneration will commensurate with qualification and experience, and will range from JPY 300,000 to 330,000 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: November 2017 (negotiable)
Application Procedure:

Interested applicants should submit their applications by email (to esdpapsa@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 (2017/UNU/IAS/PSA/PA/80)
- a brief resume in Japanese

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)