



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Programme Coordinator
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/PC/97
Applications to	:	ias.recruitment@unu.edu
Closing Date	:	5 January 2018

United Nations University Objectives:

The United Nations University (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. In addition to the UNU Headquarters located in Tokyo, UNU has already established fifteen institutes and programmes worldwide.

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

- take the lead in coordinating the overall work of the ESD project, ensuring its alignment with global SD/ESD agendas and the strategy of the project
- take the lead in planning and organizing workshops, seminars, conferences, symposiums, and other events, as well as follow-up processes
- coordinate the project's programme and administrative work, including the day-to-day management and operation of activities such as outreach, event coordination, and budget and contract management
- facilitate communication and outreach for the project, in particular with the Japanese government, UN agencies, academic institutions, NGOs, private sector organizations, and the general public
- contribute to the planning and implementation of capacity development and research projects
- assist the ESD Project Director in coordinating activities and in establishing links with other projects
- performing other duties as may be assigned

Required Qualifications and Experience:

- master's degree or equivalent, in a field related to Education, Social Sciences, Development Studies, Environment, or Sustainable Development
- at least seven (7) years of progressively responsible experience with at least 2 years of work experience at academic or research institutions, preferably in an international environment. Equivalent experience in combination with a bachelor's degree will be considered
- knowledge and experience of 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
- research experience or a doctoral degree related to international educational development, ESD, international and comparative education and/or environmental education are an advantage
- excellent communication skills with fluency in both oral and written English and Japanese
- excellent analytical skills as well as demonstrated ability to multi-task and to manage own workload and schedule to deliver timely results
- good computer and organizational skills
- 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 450,000 to 600,000 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: Negotiable (no later than 1 April 2018)

Application Procedure:

Interested applicants should submit their applications by email (to ias.recruitment@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/PC/97)
- 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)