VACANCY ANNOUNCEMENT

Policy Officer
UN University Centre for Policy Research (UNU-CPR)
(Fixed Term Appointment (FTA) – P-3)

Organisation Unit: United Nations University – Centre for Policy Research (UNU-CPR), newly re-opened in New York

Reference Number: 2018/UNU/CPR/FTA/PO/04

Application to: cpr_p3@unu.edu

Closing date: 22 March 2018

OVERVIEW
This position offers a unique opportunity to contribute to policy innovation at the UN by joining a young and dynamic think tank, which in just a few years has established itself as a key source of policy-relevant research, ideas, and advice on pressing challenges facing the UN and the multilateral system. The Policy Officer would join the centre at an exciting and challenging time, when it has recently moved from Tokyo and re-opened its doors in New York, and would be involved in developing the centre’s evolving programmatic focus.

About UN University
For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU’s work spans the full breadth of the 17 SDGs, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.
About UNU Centre for Policy Research (UNU-CPR)

UN University’s Centre for Policy Research in New York is an independent think tank within the United Nations system. We combine research excellence with deep knowledge of the multilateral system to generate innovative solutions to current and future global public policy challenges.

This work has been recognized and directly incorporated into key UN reform processes, including the Review by the High-Level Independent Panel on Peace Operations (HIPPO), the Review by the Advisory Group of Experts on the Peacebuilding Architecture, and the process leading up to the World Humanitarian Summit. UNU-CPR is staffed by recognized experts key areas related to the peace and security, sustainable development and human rights pillars of the Organization, with recognized expertise in anti-slavery, anti-trafficking, global drugs policy and migration. Established in 2014 in Tokyo, in July 2018 UNU-CPR will merge with the UNU Office at the United Nations (UNU-ONY) in New York, and operate from New York.

For more information on UNU-CPR and its work, please visit http://cpr.unu.edu.

About you

You have a proven interest in conflict prevention, global development and the multilateral system; direct knowledge of the UN’s policymaking processes; and are not satisfied with the status quo. You are an excellent writer with an established track record of independent thought and critical analysis. You work well in a team setting, but can also execute tasks autonomously and create and manage new projects, teams and networks without constant oversight. You have a demonstrated ability to connect in-country developments with broader policy issues within the UN, and an interest in field-driven research. You thrive in a multi-cultural setting, enjoy innovative thinking and wish to work on a team that is committed to gender parity.

Responsibilities

The Policy Officer will support and contribute to policy-oriented research projects in UNU-CPR’s areas of work, reporting to the Head of Research and the Director. The issue areas that the Policy Officer is expected to cover are likely to be diverse and relate to cross-cutting challenges facing the UN across its main pillars of work, and in particular with respect to reform of the UN Development System and support to the Member States in the implementation of Agenda 2030 for Sustainable Development.

The Policy Officer will be expected to:

- Lead the design of new policy research projects in line with CPR’s mission, and actively contribute to the development of a programme of work for the CPR team;
- Raise funds for policy research projects and engage with donors;
- Produce and commission original, policy-oriented analysis, including through field-driven research in conflict-affected settings;
- Disseminate CPR’s deliverables by writing op-eds in widely-read publications and organizing and participating in conferences, media engagements and other events;
• Engage with Member States and senior UN officials to ensure policymaker uptake of research findings;
• Provide substantive and editorial support to CPR research projects, as needed;
• Ensure CPR’s awareness of key policy/reform developments within the UN, through regular liaison with UN counterparts and regular briefings to the CPR team.

Required qualifications and experience

• An advanced university degree (master’s or equivalent) in public policy, political science, law, economics, international development, anthropology, or a related field;
• At least five (5) years of progressively responsible experience in international relations, political affairs, conflict resolution, or economic development;
• Knowledge of and strong networks within UN institutions and policy-making, as well as knowledge of the broader think-tank/policy development system globally;
• A solid research background, ideally including publications in areas related to peace, security, global development, and/or public policy;
• Proven excellence in writing, editing and communication;
• The ability to interact with colleagues and others of diverse cultural backgrounds;
• Fluency in English (fluency in at least one other official language of the United Nations is desirable);
• Excellent team player with strong interpersonal skills and ability to work in a multi-cultural environment, with demonstrated sensitivity and respect for diversity and gender.

Relevant field experience in conflict-affected countries, fundraising, liaison with Member States, and direct work experience within the UN would be an additional advantage.

UNU is committed to building a pluralistic and culturally diverse personnel. Applications from suitably qualified women candidates are particularly encouraged.

Remuneration

The position is a P-3 fixed term appointment and will be remunerated in accordance with the relevant UN salary scale.

The post carries the standard set of United Nations benefits and entitlements for international positions in the UN Common Systems, including participation in the United Nations Joint Staff Pension Fund, the possibility of participation in a health insurance programme, education grant for eligible children, removal expenses and home leave.

For more specific information please visit http://www.un.org/Depts/OHRM/salaries_allowances/index.html.

The Rector of UNU reserves the right to appoint a candidate at a level below the level advertised.
Duration of contract

This is a full-time, fixed-term appointment. The period of initial contract would be for a one-year term with the likelihood of renewal on a rolling fixed-term appointment basis, subject to requirements and satisfactory work performance.

The combined duration of appointments with United Nations University (UNU) shall not exceed six (6) years. The mandatory retirement age in the United Nations is 65 years. Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

Location: New York

Starting date: May/June 2018

Application Procedure:

Interested applicants should submit their applications by email to cpr_p3@unu.edu and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a single piece of published writing solely authored by the candidate, demonstrating their analytical capacities on issues pertaining to global development;
- A completed and signed UNU Personal History (P.11) downloadable from UNU website. Please avoid using similar forms provided by other United Nations organizations;
- An updated curriculum vitae;
- Full contact information of three (3) referees; and
- an indication of the reference number of the vacancy announcement (2018/UNU/CPR/FTA/PO/04)

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)