Research Assistant – CSR, State Responsibility and Modern Slavery

Reference Number: 2018/UNU/ONY/CTC/RA/15
Application to: ra_csrsrms@unu.edu
Closing date: 28 February 2018

Overview
This position offers a unique opportunity to contribute to policy-oriented research projects 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 Research Assistant will work on two innovative research and writing projects related to modern slavery and human trafficking.

About UN University
For the past four decades, United Nations University (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.

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.

About you
You are a meticulous researcher and excellent writer with a track record of independent thought and critical analysis in the spheres of business and human rights or corporate social responsibility, or legal aspects of modern slavery and human trafficking. You work well in a team setting, but can also execute tasks autonomously without constant supervision. You thrive in multi-cultural and perhaps also multi-lingual settings, enjoy innovative thinking and are committed to gender equality.
Responsibilities

The Research Assistant will work closely with the Director and the Adviser to the Director on a range of innovative writing, research and policy-convening assignments in support of two projects: one dealing with the role of the financial sector in ending modern slavery and human trafficking; the other relating to state responsibility for modern slavery and human trafficking.

The Research Assistant will be expected to:

- Conduct independent primary and secondary source research on modern slavery and human trafficking, and provide written analysis, as needed;
- Perform writing and editing assignments, including but not limited to policy reports, research briefs, annotated bibliographies and legal analyses;
- Provide on-demand research support to the Director and the Adviser to the Director;
- Assist with the organization of high-level convenings and events;
- Assist with handling of day-to-day logistical and administrative tasks; and
- Support the Adviser to the Director in tasks related to the execution of project-related activities, including correspondence, representational work, data entry, finance and procurement, accounts monitoring and event management.

Required qualifications and experience

- Graduated or currently completing a graduate university degree in law, finance, business administration, political science or a related field – with a focus on corporate social responsibility or business and human rights;
- Must be able to work in New York City up to 20 hours per week;
- Superior research and writing skills;
- Excellent English-language oral and written communication skills;
- Fluency in another UN working language, or German, is a plus;
- Strong organizational and project management skills;
- Ability to work independently and report work activities in a timely and proactive manner;
- Strong ability to establish priorities, multi-task and work within tight timelines;
- Solid interpersonal and problem-solving skills demonstrated by the ability to work in a multi-cultural environment with sensitivity and respect for diversity and gender parity; and
- Genuine interest in and understanding of modern slavery and human trafficking.

Remuneration

Remuneration will be commensurate with qualification and experience of the successful candidate.

Duration of contract

The successful candidate shall be hired as a part-time consultant (50% FTE) for an initial period of three (3) months, with the possibility of being offered a full-time position for summer 2018.

Applications from suitably qualified woman candidates and those from developing countries are particularly encouraged.
**Application Procedure**

Interested applicants should submit their applications by email to ra_csrsrms@unu.edu and 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) downloadable from the UNU website at http://unu.edu/about/hr. Please avoid using similar forms provided by other United Nations organizations;
- Full contact information of three (3) referees;

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