VACANCY ANNOUNCEMENT

Adviser to the Director
UN University Centre for Policy Research (UNU-CPR)
(Personnel Service Agreement – PSA – 1 year)

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

Reference Number: 2018/UNU/CPR/PSA/28

Application to: cpr_AD@unu.edu

Closing date: 15 April 2018

OVERVIEW
This position offers a unique opportunity to assist with 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 Adviser to the Director will assist the Director at an exciting and challenging time, when UNU-CPR has recently moved from Tokyo and re-opened its doors in New York. In addition to supporting the Director in ensuring the smooth coordination and execution of office activities, the Adviser will also provide support and conduct policy research on several modern slavery and human trafficking related projects.

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 in 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 an established track record of policy and administrative support to senior staff and a proven interest in research-to-policy translation in the UN and multilateral system. You are deeply interested in all aspects of modern slavery and human trafficking as well as knowledgeable about the role of the multilateral system in addressing these issues. You are willing to undertake research on modern slavery and human trafficking issues, drawing from a range of academic sources and policy outlets, and have the track record to prove it. You are a first-class researcher and writer. You work well under direction, are a team player and detail oriented, but can also execute tasks autonomously. You thrive in a multi-cultural high-paced setting, enjoy innovative thinking and wish to work on a team that is committed to gender parity.

Responsibilities

Support to the Director
The Adviser will
- under the direct supervision of the Director of the New York office, support the smooth coordination and execution of office activities, including through a range of research, writing, and policy convening activities;
- work directly with the Director and Chief Operating Officer to support the representation of UNU and liaison with partners in New York, both through external relations and written outputs;
- support the Director in budget monitoring and oversight, event management, recruitment processes, human resources management, CPR transition and liaison with external partners, as needed;
- conduct background research, drafts and edits for policy reports, research briefs, journal and magazine articles, speeches and project proposals, as the Director and team work to raise the public profile of UNU-CPR’s new presence in New York;
- ensure smooth internal UNU coordination, including by leading coordination of UNU inputs to UN System documents.

Modern Slavery/Human Trafficking Projects Support

Alliance 8.7 knowledge platform
The Adviser will
- work directly with the Project Manager of the Alliance 8.7 knowledge platform to support the implementation of the project, including through research and writing, external stakeholder management, budget monitoring, internal project coordination, donor reporting, and administrative and logistical aspects.

Financial Sector Commission Initiative
The Adviser will
- under the supervision of the Director of the New York office, assume lead responsibility in developing an 18-month public-private partnership project on the financial sector and modern slavery;
- oversee the execution of the project, including through research and writing, outreach, internal team coordination, stakeholder management and coordination, event management, budget management, donor reporting, and administrative and logistical aspects.

Other slavery-related projects
The Adviser will
- work closely with the Director on innovative writing, research and policy convening projects related to human trafficking and modern slavery, as needed.

Required qualifications and experience

- An advanced university degree (master’s or equivalent) in history, public policy, political science, law, international development, anthropology, or a related field;
- At least two (2) years of progressively responsible experience in diplomacy, international relations, political affairs, or business administration;
- Excellent research skills, and demonstrated knowledge of modern slavery and human trafficking policy matters;
- Knowledge of and strong networks within UN institutions;
- Superior inter-personal skills;
- Proven excellence in writing, editing and communication;
- The ability to interact with colleagues and others of diverse cultural backgrounds;
- Relevant experience in liaising with Member States, and direct work experience within the UN would be an additional advantage.
- Fluency in English (fluency in at least one other official language of the United Nations is desirable);
• Fluency in German strongly preferred;
• Excellent team player with ability to work in a multi-cultural environment, with demonstrated sensitivity and respect for diversity and gender.

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

Remuneration

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

Duration of contract

The successful candidate shall work under a Personnel Services Agreement (PSA) for a fixed period of 1 year, with the possibility of renewal. The combined duration of appointments under PSA shall not exceed six (6) years.

The successful candidate will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations.

Location: New York

Starting date: May 2018

Application Procedure:

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

• a cover letter setting out how the qualifications and experience match the requirements of the position;
• 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/PSA/28)

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)