LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Programme Coordinator
Water for Sustainable Development
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)

Reference Number : 2018/UNU/IAS/PSA/PC/27

Applications to : recruitment.wsd@unu.edu

Closing Date : 9 April 2018

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.

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

Water for Sustainable Development (WSD)

The Water for Sustainable Development (WSD) contributes to developing policy simulation models for achieving the water-related SDGs in Asia. The primary goals of the planned project are to (i) identify socio-economic scenarios to realize the sustainable water environment which the 2030 Agenda envisages and (ii) provide analytical tools for necessary policy options and a roadmap for actions.
Responsibilities:

Under the overall supervision of the UNU-IAS Director and under the direct guidance and supervision of the WSD project manager, the Programme Coordinator shall perform the following tasks:

• Undertake the strategic planning and implementation of the overall WSD project activities
• Assume overall management of project activities including budgetary and human resource management, coordination with external partners and reporting to the project donors.
• Lead and coordinate in planning and organizing workshops, seminars, conferences, symposiums, and other events as well as publications of the project.
• Design and implement capacity development and networking and in partnership with researchers and institutes in developing countries as well as relevant UN and international organizations.
• Perform any other duties requested by the UNU-IAS Director

Required Qualifications and Experience:

• Master’s degree or equivalent, in a field related to Sustainable Development, Social Sciences, Development Studies, Environment, or Education;
• at least seven (7) years of progressively responsible in an international environment;
• 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;
• Strong research management skills and experience in environmental policy development are desirable;
• Excellent communication skills with fluency in both oral and written English and Japanese Fluency in English is essential;
• Good computer and organizational skills;
• A good team player with strong interpersonal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:

Remuneration will commensurate with qualification and experience. 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: 1 May 2018
Application Procedure:

Interested applicants should submit their applications by email (to recruitment.wsd@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 (2018/UNU/IAS/PSA/PC/27)

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)