LOCAL RECRUITMENT  
(Tokyo, Japan)  

VACANCY ANNOUNCEMENT  

Senior Programme Coordinator  
Postgraduate Degree and Training (PDT) Programme  
(Personnel Service Agreement - PSA)  

Organizational Unit  :  United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)  
Reference Number  :  2018/UNU/IAS/PSA/PDT/35  
Applications to  :  ias.recruitment@unu.edu  
Closing Date  :  23 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  

Postgraduate Degree and Training (PDT) Programme:  
Through postgraduate teaching UNU-IAS develops international leaders with the interdisciplinary understanding and technical skills needed to advance creative solutions to problems of sustainability. The institute offers master’s and doctoral degrees, postdoctoral fellowships and innovative short courses, in close collaboration with leading universities in Japan and other countries.
Responsibilities:  
Under the direct supervision of Director of UNU Institute for the Advanced Study of Sustainability (UNU-IAS), the contractor will assist the Director in the planning, organization and implementation of UNU-IAS Postgraduate Degree and Training Programme, including the enhancement of joint graduate programmes with selected universities in Japan and internationally. Specific tasks will include the following:  

- Assist the Director in strengthening the UNU-IAS’s academic activities in Japan as well as for mobilizing competitive research funding for UNU-IAS activities;  
- Assist the Director in identifying, establishing and strengthening collaborations with other universities, research institutes and entities in Japan in substantive areas of UNU-IAS’s academic programme;  
- Manage and supervise academic administration of the degree and training programme.  
- Engage in discussions with officials of partner universities and the Ministry of Education, Culture, Sports, Science and Technology of Japan, concerning specific arrangements for the joint graduate programmes;  
- Ensure good coordination with academic and administrative units of the UNU-IAS; and  
- Perform other duties as may be assigned.  

Required Qualifications and Experience:  

- Master’s degree in Education or equivalent field of study. At least 7 years of relevant progressively responsible experience (in programme development and management, or) within international organizations or higher education institutions. Equivalent experience in combination with a bachelor’s degree will be considered.  
- Knowledge of, and familiarity with, the higher education system in Japan is desirable.  
- Ability to establish priorities, work within tight deadlines, and handle multiple concurrent activities.  
- 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.  
- Fluency in English and Japanese is essential, and so is computer literacy. A working knowledge of other UN official languages is an advantage.  

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 (toias.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 (2018/UNU/IAS/PSA/PDT/35)

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)