



UNITED NATIONS  
UNIVERSITY

LOCAL RECRUITMENT  
Tokyo, Japan

## VACANCY ANNOUNCEMENT

### DRIVER/GENERAL SERVICES ASSISTANT (Personnel Service Agreement - PSA)

**Organizational Unit** : United Nations University – Office of the Rector

**Reference Number** : 2018/UNU/HQ/RO/PSA/DRI/41

**Applications to** : ***By Post:***  
Administrative Officer  
Office of the Rector, United Nations University, Headquarters, 53-70,  
Jingumae 5-chome, Shibuya-ku, Tokyo 150-8925, Japan

***By Fax:*** +81 3 3499-2828

***By Email:*** [driver@unu.edu](mailto:driver@unu.edu)

*(All applications/nominations will be acknowledged)*

**Closing Date** : Open until position filled

#### **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. For more information please visit <http://unu.edu>.

#### **The Office of the Rector:**

The Office of the Rector supports the Rector in his capacity as the chief academic and administrative officer of the UNU, and assists in executive management and coordination of the UNU system. This includes responsibilities for the University's direction, organization, administration, and programme and institutional development.

**Responsibilities:**

Under the guidance and supervision of the Administrative Officer, Office of the Rector, the Driver/General Services Assistant provides reliable, regular and safe driving services to the Rector. The driver shall conform to the highest standards of integrity and discretion in executing his/her responsibilities for the United Nations University. The Driver is also required to undertake administrative duties for UNU Centre when not providing driving services.

**Requirements:**

- Must have excellent knowledge of protocol and security issues;
- Must possess a valid car driving license issued in Japan and at least 3 years working experience as a professional driver, with an impeccable driving record;
- Must be very familiar with Tokyo routes and surrounding areas, and be proficient in the use of GPS systems for cars;
- Basic knowledge of vehicle maintenance is desirable;
- Minimum senior high school education
- Fluent in Japanese with excellent command of spoken and written English
- Must be flexible and able to adapt to irregular work schedules, including work at short notice, late in the evenings or on Saturdays/Sundays/UNU holidays when necessary
- Ability to interact with colleagues and others of diverse cultural backgrounds

**Remuneration:**

Remuneration will commensurate with qualifications and experience.

**Duration of Contract:**

This is full-time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to requirements and satisfactory work performance. The combined duration of appointment shall not exceed six (6) years.

The successful candidate will be employed under a local contract and will not hold international civil service status nor be a “staff member” as defined in the UN Staff Rules and Regulations.

**Starting Date:** Expected by December 2018 or earlier

**Application Procedure:**

Interested applicants should submit their applications, preferably by email (to [driver@unu.edu](mailto:driver@unu.edu)) and must include the following:

- a cover letter setting out how qualifications and experience match the requirements of the position;
- a completed and signed [UNU Personal History \(P.11\) form](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- an indication of the reference number of the vacancy announcement in the P.11 and email subject (2018/UNU/HQ/RO/PSA/DRI/41).