



UNITED NATIONS
UNIVERSITY

**LOCAL RECRUITMENT
(Tokyo, Japan)**

VACANCY ANNOUNCEMENT

**SPECIAL ASSISTANT TO THE VICE-RECTOR OF UNU
(Personnel Service Agreement - PSA)**

Organizational Unit : United Nations University Centre – Office of the Rector;

Reference Number : 2017/UNU/HQ/RO/PSA/SAVR/45

Applications to : **By Post:**
c/o Office of the Rector
United Nations University
53-70, Jingumae 5-chome,
Shibuya-ku, Tokyo 150-8925, JAPAN

By Email: specialassistant@unu.edu

Closing date : 11 June 2018

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its member states and peoples. It serves as an academic arm for the United Nations System, contributes to capacity building particularly in developing countries, and serves as a platform for new and creative ideas and dialogue. For more information, please visit <http://unu.edu>.

Responsibilities:

Under the direct supervision of the Senior Vice-Rector, and in close coordination with the personnel in the Office of the Rector, the Special Assistant will undertake following tasks:

- Provide administrative support in managing the working schedule of the Senior Vice-Rector, including scheduling and updating of appointments, communicating with relevant parties, answering telephone calls, receiving visitors, both in-house and outside contacts and handling queries;
- Coordinate with the Office of the Rector and other units to arrange various meetings and events;

- Provide logistical support and prepare internal reports for projects organized by the Senior Vice-Rector;
- Manage and handle all forms of correspondence including e-mail, in English and Japanese;
- Make necessary travel arrangements and prepare required documents for visa and other travel matters;
- Process various payments relevant to the office of the Senior Vice-Rector, as necessary;
- Prepare various announcements to be dispatched by the Senior Vice-Rector, such as staff announcements and other matters, as necessary;
- Provide assistance in preparing various documents, papers, and presentations;
- Provide academic and research support to the Senior Vice-Rector, including preparation and editing of speeches and seminar presentations;
- Maintain documentations, business cards and filing system for all activities undertaken by the Senior Vice-Rector;
- Perform any other duties as required and prescribed by the Senior Vice-Rector.

Required qualifications and experience:

- A University degree;
- At least three (3) years of work experience, preferably at an international organization;
- Proficient in Microsoft Office suite;
- Fluency in both oral and written English and Japanese is required; knowledge of another UN official language is an asset;
- Ability to establish priorities, multi-task and work within tight timelines;
- Excellent team player with strong interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:

Remuneration will be commensurate with qualifications and experience of the successful candidate, and typically ranges from JPY 300,000 to 400,000 per month. Please note that UNU does not make or is liable for any tax payment on your behalf and any tax payments will solely be your responsibility.

Duration of contract:

This is a 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, and the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a UNU contract and will not hold international civil servant status nor is he/she a “staff member” as defined in the UN Staff Rules and Regulations.

Starting date: It is expected that the appointee will take up the position by 1 July 2018 or as soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by email, 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 downloadable from the [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- an indication of the reference number of the vacancy announcement (2018/UNU/HQ/RO/PSA/SAVR/45)

Please note that applications received after the closing date will not be considered and only short-listed candidates will be notified.