LOCAL RECRUITMENT  
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Senior Administrative Assistant  
(Personnel Service Agreement - PSA)

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

Reference Number: 2018/UNU/IAS/PSA/SAA/52

Applications to: ias.recruitment@unu.edu

Closing Date: 2 July 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 Sustainable Development Goals (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

Responsibilities:

Under the overall supervision of UNU-IAS Director, and under the direct guidance and supervision of Programme and Administrative Services Officer (PASO) of UNU-IAS, and in close collaboration with UNU-IAS staff, the Senior Administrative Assistant shall perform the following tasks:

• coordinate administrative operations for external grants and supervise preparation of accounting and financial reports and other relevant documents as required
• prepare, maintain and monitor procurement contracts and contractual agreements, including contract implementation and payments
• coordinate various administrative work, closely liaising with UNU Administration (Human Resources, Procurement, Finance Offices in Tokyo and Putrajaya)
• maintain supporting documents and filing system for the IAS projects
• ensure full compliance with UN Financial Rules and Regulations, UNU procedures and the policies of UNU-IAS
• perform any other duties as may be assigned

Required Qualifications and Experience:

• bachelor’s degree in business administration, finance, accounting, public administration or equivalent field of study with at least seven (7) years of work experience in office administration in an international environment
• excellent written and spoken English and Japanese language communications skill is essential
• proficiency in MS Office Applications (MS Word, Excel, PowerPoint and Outlook). Experience in using ERP systems like PeopleSoft system is advantageous
• ability to establish priorities, work within tight deadlines and handle multiple concurrent activities
• a good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Remuneration:

Remuneration will commensurate with qualifications and experience and will be between 20,690 and 22,000 per day in Japanese Yen. There are no other fringe benefits.

Duration of Contract:

This is a part time employment on a Personnel Service Agreement (PSA) with UNU-IAS. Initial appointment will be for six (6) months with the possibility of renewal subject to satisfactory work performance and budget availability, 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: Negotiable (no later than 1 August 2018)

Application Procedure:

Interested applicants should submit their applications by email (to ias.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/SAA/52)

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)