LOCAL RECRUITMENT  
(Kanazawa, Japan)

VACANCY ANNOUNCEMENT

Programme Associate  
(Personnel Service Agreement - PSA)

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

Reference Number : 2018/UNU/IAS/PSA/PA/55

Applications to : recruitment-ouik@unu.edu

Closing Date : 09 July 2018

About United Nations 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

United Nations University Institute for the Advanced Study of Sustainability Operating Unit Ishikawa/Kanazawa (UNU-IAS OUIK):

UNU-IAS OUIK was established in April 2008 with strong support by local governments of Ishikawa Prefecture and Kanazawa City in Japan. OUIK has provided local and regional input into UNU’s sustainable development and international cooperation efforts in collaboration with other organizations, including UN agencies, academic institutes and local partners by implementing research on sustainable utilization of biodiversity and ecosystem services. OUIK also aims at developing communication and networks with local stakeholders through public outreach and capacity building, while sharing information about international trends.
Responsibilities:

Under the direct guidance and supervision of the Director of UNU-IAS OUIK and in close collaboration with the UNU-IAS staff, the Programme Associate shall be responsible for the following duties:

- assist in monitoring each research project to be integrated into international/national/local policy recommendations
- assist coordination and facilitation of local implementation of research projects
- assist in planning and organizing international conferences as well as local meetings and workshops
- assist in arrangement of procurement and HR matters
- assist outreach activities including translation and editing
- update and maintain the database
- perform other duties as may be assigned

Required Qualifications and Experience:

- a master’s degree in environmental studies or public policy, or a related field
- at least three (3) years of work experience at academic or research institutions, preferably in an international environment. Equivalent experience in combination with a bachelor’s degree will be considered
- Excellent computer skills and web literacy are essential
- familiarity in current issues on biodiversity conservation and biocultural diversity approach is an asset
- excellent writing and communication skills both in English and Japanese. Knowledge of another UN official language is an asset
- 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
- ability to perform multitask and to manage own workload to deliver the outcome in timely manner

Remuneration:

Remuneration will commensurate with qualification and experience, and will range from JPY 300,000 to JPY 350,000 per month. 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: As soon as possible (negotiable)
Application Procedure:

Interested applicants should submit their applications by email (to recruitment-ouik@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;
- a brief resume in Japanese;
- an indication of the reference number of the vacancy announcement (2018/UNU/IAS/PSA/PA/55)

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)