LOCAL RECRUITMENT  
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Research Assistant 
Global Environmental Outreach Project (GEOC) 
(Consultant Contract - CTC)

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

Reference Number : 2018/UNU/IAS/CTC/RA/61

Applications to : ias_geoc.recruitment@unu.edu

Closing Date : 3 August 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

Global Environmental Outreach Project (GEOC):

The Global Environmental Outreach Centre (GEOC) was jointly established by the Ministry of Environment of Japan and UNU; its mission is to foster partnership between various stakeholders, such as international agencies, national governments, local governments, companies, nonprofit organizations and citizens, to create a sustainable society. GEOC’s main activities include: (i) international partnership building, (ii) partnership building in Japan, and (iii) information sharing and communication.
Responsibilities:

Under the overall guidance of the Director of UNU Institute for the Advanced Study of Sustainability (UNU-IAS), and under the direct supervision of Senior Programme Coordinator of UNU-IAS/GEOC, the Research Assistant will be expected to carry out the following research tasks related to “FY2018 Research on promoting civil sector’s involvement to achieve the SDGs” with close cooperation with the Administrative Programme Associate of UNU-IAS/GEOC.

- perform research to familiarize herself with the content of the project
- gather information on the successful cases of multi-stakeholder partnerships outside of Japan among international organizations, countries, companies, and civil sectors (NGOs) etc. to achieve the SDGs
- analyze the cases and propose recommendations to achieve the effective multi-stakeholder partnerships to achieve the SDGs by taking into account of the perspectives of the goal 16 and 17
- conduct at least four interviews to the relevant stakeholders to gather information on the successful multi-stakeholder partnership cases to achieve the SDGs by attending the first week of the Fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (CBD-COP14), to be held in Sharm El-Sheikh, Egypt on 17-29 November 2018
- produce a research report and present at the advisory committee meetings of the project.
- ensure timely completion of assigned tasks including completion of the report
- perform other duties assigned by the supervisor

Required Qualifications and Experience:

- a master's degree or equivalent in the field of environmental science, environmental governance, biodiversity science, or related disciplines
- at least ten (10) years of work experience in government, academic or research institutions, consulting firms, and NGOs; experience related to biodiversity, sustainability. Research experience in biodiversity and multi-stakeholder process topic is required. Experience in engagement of similar research tasks is an asset. Applicants with a bachelor’s degree with at least seven years of similar experience will also be considered
- ability to establish work priorities and deliver within tight deadlines and handle multiple concurrent activities
- ability to work with minimal supervision and with a high level of resilience
- computer and web literacy required. Strong IT skills would be an asset
- excellent communication skills with fluency in both oral and written English and Japanese. Knowledge of another UN official language is an asset

Remuneration:

Remuneration will commensurate with qualification and experience. There are no other fringe benefits.

Duration of Contract:

The successful candidate shall work under an Individual Contract (CTC) with UNU-IAS. The appointment will be until 23 March 2019. No individual shall provide services for more than twenty-four (24) months in a thirty-six (36) month period.
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:** 16 August 2018 (Negotiable)

**Application Procedure:**

Interested applicants should submit their applications by email (to ias_geoc.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
- an indication of the reference number of the vacancy announcement (2018/UNU/IAS/CTC/RA/61)

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)