



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Tokyo, Japan**

VACANCY ANNOUNCEMENT

**Events Coordinator
(Personnel Service Agreement - PSA)**

Organizational Unit : United Nations University – Headquarters, Tokyo
Reference Number : 2018/UNU/HQ/RO/PSA/EC/72
Applications to : events.coordinator@unu.edu
(All applications/nominations will be acknowledged)
Closing Date : 30 September 2018

About United Nations University:

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 Peoples and Member States. It serves as a think tank 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. In addition to the UNU Headquarters located in Tokyo, UNU has already established fifteen institutes and programmes worldwide. For more information 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. It is the office responsible for the executive management and coordination of the global UNU system and is located at UNU Headquarters in Tokyo, Japan.

The Office oversees the University's major engagements with host governments, institutional development, and leads the development of policy initiatives. Its personnel also supports the Rector in his major engagements in and outside of Japan. The Office regularly interacts with government ministries, embassies, United Nations (UN) agencies, and is a host of international and national organisations, in addition to receiving high-level guests and speakers on a regular basis.

Responsibilities:

The **Events Coordinator** will be primarily responsible for managing UNU's flagship public conference programme at UNU Headquarters in Tokyo ([UNU Conversation Series](#)). This requires regular engagement with eminent persons in academia, journalism, and public/international affairs, as well as excellent coordination skills to ensure that all public events run smoothly.

In addition, the successful candidate will be required to support with a number of communications and administrative tasks, under the joint supervision of the Executive Officer and the Chief of Staff. This role also will require regular, direct contact with the UNU Rector (UN Under-Secretary-General) and coordination with the staff in the Office of the Rector.

This is an excellent opportunity for young professionals who are well-organized and interested in a career with the UN or other international organizations. The ideal candidate will be dynamic, focused, flexible, and comfortable formally communicating in both Japanese and English with high-level guests and partners.

Required qualifications and experience:

- An undergraduate University degree with at least four (4) years of relevant professional experience, or a master's degree with one to two (1-2) years of relevant work experience, preferably in an international setting or interacting with international clients and colleagues;
- Proficient in Microsoft Office suite, including MS Excel and Word;
- Fluency in both oral and written English and Japanese is mandatory;
- Excellent organization skills and the ability to multi-task and work within tight timelines;
- Good communication and people skills;
- Attention to detail and a creative approach to problem solving; and
- Excellent team player, ability of working in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:

This is a junior/entry-level position in international affairs with scope for growth and additional responsibilities. Starting remuneration is JPY 350,000 per month.

This position carries an annual leave entitlement of 2.5 working days per month (a total of 30 days of paid annual leave), and private health insurance coverage.

Duration of contract:

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

This is a locally recruited post and no relocation allowances apply. Applications from outside Japan will not be considered. The successful candidate will be employed under a local UNU contract and will not hold international civil servant status, nor will he/she be considered a "staff member", as defined in the UN Staff Rules and Regulations. Payment of any taxes is the responsibility of the contract holder.

Starting date: It is expected that the appointee will take up the position as soon as possible, ideally in October 2018.

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 job requirements;
- 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 UN organizations;
- An indication of the reference number of the vacancy announcement (2018/UNU/HQ/RO/PSA/EC/72)

Please note that applications received after the closing date will not be considered. Shortlisted candidates will be interviewed during the week of 1 October 2018.

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).