LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Senior Programme Coordinator
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)
Reference Number    : 2018/UNU/IAS/PSA/SPC/74
Applications to      : ias.recruitment@unu.edu
Closing Date        : 12 October 2018

United Nations University Objectives:

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, 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 Centre (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.
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 supervision of the UNU-IAS Director, the Senior Programme Coordinator will lead and manage the Global Environmental Outreach Centre (GEOC) and UNU-IAS Operating Unit Ishikawa/Kanazawa (UNU-IAS OUIK).

Specific responsibilities will include:
• managing and supervising academic and administrative activities of the projects
• planning, conducting, coordinating and supervising policy relevant research of the projects
• planning and executing outreach activities within the framework of the overall strategic direction of UNU-IAS
• developing project proposals and raising funds for the projects
• support the Director of UNU-IAS in institutional development
• perform other duties as required by the Director of UNU-IAS

Required Qualifications and Experience:
• master’s degree or equivalent, in a field related to Education, Social Sciences, Development Studies, Environment, or Sustainable Development
• at least ten (10) years of progressively responsible experience with at least 2 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
• knowledge and experience of project planning and management and ideally sustainable development related issues. Knowledge of the UN governance structure will be considered an added advantage
• excellent communication skills with fluency in both oral and written English and Japanese
• excellent analytical skills as well as demonstrated ability to multi-task and to manage own workload and schedule to deliver timely results
• good computer and organizational skills
• 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 qualification and experience and will range from JPY 246,000 to 310,000 per month. There are no other fringe benefits.

Duration of Contract:
This is a part time employment (2 days per week) 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:** 1 November 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)](https://ias.unu.edu/) 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/SPC/74)

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)