



**UNITED NATIONS
UNIVERSITY**

Tokyo, Japan

VACANCY ANNOUNCEMENT

Legal and Policy Specialist (Personnel Service Agreement - PSA)

Organizational Unit : United Nations University – Office of the Rector

Reference Number : 2018/UNU/HQ/RO/PSA/LS/84

Applications to : ***By Email:*** lbs_ro@unu.edu

All applications will be acknowledged.

Closing Date : 15 November 2018

United Nations University Objectives:

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—as well as a platform for new and creative ideas and dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has established fifteen institutes and programmes worldwide. For more information please visit <http://unu.edu>.

The Office of the Rector:

The Office of the Rector supports the Rector (CEO) 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 (expansion), and leads organization-wide policy development efforts. Its personnel also support the Rector in his major engagements in and outside of Japan. The Office regularly interacts with government ministries, embassies, UN agencies, and a host of other international and national organisations, in addition to receiving high-level guests and speakers on a regular basis.

Responsibilities:

The **Legal and Policy Specialist** will assist the UNU Executive Officer (EO) and Senior Legal Officer on a range of projects in support of the overall mandate of the Office of the Rector. This is an excellent opportunity for an experienced legal professional interested in joining the United Nations system or working in a ‘think tank’ setting. The ideal candidate will be dynamic, focused, and flexible. She/he will be comfortable working under pressure and demonstrate good judgement in ambiguous situations.

The Legal and Policy Specialist will have significant experience working with senior management and/or senior public figures crafting innovative solutions to management challenges and influencing decision-makers on policy questions. She/he will also possess superior drafting skills in English (drafting capacity in French would be an asset).

The Legal and Policy Specialist will:

(Management support)

- Draft memoranda, policies, and position papers in support of executive decision-making and, manage requests of a complex and sensitive nature;
- Provide reports and background documentation for submission to the UNU Council (governing board);
- Advise on strategy and policy options as required and proactively draw attention to areas of risk;
- Prepare official correspondence, minutes, and presentations as required;

(Legal support)

- Conduct legal research and analysis on issues within the scope of the operational and administrative activities and functions of the University, including contractual and legal issues pertaining to public and private sector partners/donors, intellectual property, human resources policies and labor relations, the privileges and immunities of the University and its personnel, as well as legal precedents/practices in the United Nations system and their applicability in the policy framework of the UN University;
- Review and interpret legal documents, instruments, or other material with the aim of (a) identifying salient issues and inconsistencies; and (b) improving internal knowledge management systems (systematizing/archiving institutional memory);
- Draft, review, and finalize a variety of legal documents, such as memoranda of understanding (MOUs), financial contributions, partnership agreements, policy documents, guidelines, and various other legal and policy documents;
- Perform other duties as required.

Required qualifications and experience:

- An advanced university degree (Master’s degree or equivalent degree) in law or a combination of a first-level university degree in law and an advanced university degree in another relevant subject.
- Candidates must have at least five (5) years of progressively responsible experience in a relevant field of law (public international law, administrative law and/or employment law).
- Superior English writing skills and impeccable attention to detail are mandatory.
- Experience in one or more of the following would be advantageous: strategic planning, policy development, and project management. Experience working on policy issues within the United Nations environment or other similar international organizations, as well as experience working with employment law and/or labour relations would be advantageous.

The Legal and Policy Specialist will also:

- Have excellent organization skills and the ability to multi-task and work within tight deadlines;
- Demonstrate good communication and people skills;
- Be an excellent team player, and demonstrate an interest in working in a multi-cultural, multi-ethnic environment; and,
- Be proficient in the Microsoft Office suite of applications.

Remuneration:

This is a mid/senior level position in international/legal affairs with scope for growth and additional responsibility. Starting remuneration will be between JPY650,000 and JPY800,000 per month commensurate with previous experience and expertise.

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.

Applications will only be considered from applicants with permission to work in Japan. 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, at latest in the first quarter of 2019.

Application Procedure:

Interested applicants should submit their applications by email, 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 downloadable from the [UNU website](#) (please avoid using similar forms provided by other United Nations organizations);
- An indication of the reference number of the vacancy announcement (2018/UNU/HQ/RO/PSA/LS/84).

All shortlisted candidates will be required to complete a written assignment.

Please note that applications received after the closing date will not be considered and only short-listed candidates will be offered the opportunity to interview for this position.

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)