LOCAL RECRUITMENT  
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Academic Librarian (2 positions)  
(Personnel Service Agreement - PSA)

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

Reference Number : 2018/UNU/IAS/PSA/AL/89

Applications to : ias.recruitment@unu.edu

Closing Date : 5 December 2018

About the 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, 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.

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

UNU-IAS is an UNU institute based at the 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 the strong tradition of UNU’s 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 Library (UNU Library):

The UNU Library is responsible for providing library, documentation and information services to assist research and postgraduate education programmes for UNU-IAS and the UNU System. The Library selects, collects, catalogues, indexes, organizes, acquires and maintains the collections & information resources to enable continuous research and learning environment. The Library also disseminates information or knowledge gained in UNU activities to scholars and to the public. An open source integrated library management system selected is a key to upgrade library’s information resources management and support individual knowledge management

For more information on the UNU Library Online Catalogue, please visit https://library.unu.edu/.
Responsibilities:

Under the overall supervision of the Director of UNU-IAS, and under the direct supervision of the Director of Postgraduate Degree and Training (PDT) Programme and Academic Programme Officer of UNU-IAS the incumbent serves for the following assignments as an academic librarian:

- Select, catalogue and index classify library resources
- Provide knowledge and information services to faculty and postgraduate students
- Provide information and reference services to the patrons, such as UNU researchers, postgraduate students, UN agencies, and the general public
- Maintaining bibliographic and other resource files in the integrated library system
- Organize public events that are informative, educational and culturally stimulating
- Digitize the UNU’s historical documents and audio-visual materials
- Update data/records for the Library collections; converting them into other accessible and shareable formats.
- Update and maintain the UNBIS Thesaurus terminologies, suppliers and publishers information.
- Develop various authority files in the ILMS in collaboration with the IT department
- Perform other tasks as required

Required Qualifications and Experience:

- Master’s degree in library and information management or equivalent field of study with at least 3 years of progressively responsible experience in a research or academic library work experience essential;
- A librarianship qualification accredited in Japan is preferable;
- Knowledge and experience of working at international organizations or in developing countries and basic knowledge of the UN governance structure, documentation structure will be considered an added advantage;
- Excellent written and spoken English- and Japanese-language communications skill is essential;
- Proficiency in MS Office Applications (MS Word, Excel, PowerPoint and Outlook);
- Ability to establish priorities, work within tight deadlines and handle multiple concurrent activities;
- 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.

Remuneration:

Depending on the applicant’s qualifications and experiences, remuneration will be from 190,000 to 210,000 Japanese yen. There are no fringe benefits.

Duration of Contract:

This is a part time employment (3 days per week) on a Personnel Service Agreement (PSA) with UNU-IAS. Initial appointment will be for one year with the possibility of renewal subject to satisfactory work performance and budget availability, with the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post; no relocation expenses or allowances will apply. The successful candidate will be employed under a local contract and will neither 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 January 2019

Application Procedure:

Interested applicants should submit the following materials by email (to ias.recruitment@unu.edu), and must include the following:

- a cover letter setting out how the applicant’s qualifications and experience match the requirements of the position
- a curriculum vitae
- a completed and signed UNU Personal History (P.11) form. Please avoid using similar forms provided by other United Nations organizations

Only short-listed candidates will be contacted for an interview. 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).