



UNITED NATIONS
UNIVERSITY

**LOCAL RECRUITMENT
(Tokyo, Japan)**

**VACANCY ANNOUNCEMENT
(RE-ADVERTISEMENT)
Programme Associate
International Satoyama Initiative
(Personnel Service Agreement – PSA)**

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

Reference Number : 2019/UNU/IAS/PSA/PA/19

Applications to : recruitment-isi@unu.edu

Closing Date : 29 July 2019

About 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.

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>.

The International Satoyama Initiative (ISI) Project

The International Satoyama Initiative (ISI) project at UNU-IAS supports the Satoyama Initiative through a range of activities, including (a) network building, (b) capacity building, (c) outreach and communication, and (d) research activities. The Satoyama Initiative is a global effort to realize societies in harmony with nature, through promoting the concept of "socio-ecological production landscapes and seascapes" (SEPLS) for the benefit of biodiversity and human wellbeing. ISI also serves as Secretariat of the International Partnership for the Satoyama Initiative (IPSI).

For details, please visit <http://ias.unu.edu/en/research/international-satoyama-initiative.html#outline> and <http://satoyama-initiative.org/en/>

Responsibilities:

Under the overall supervision of the UNU-IAS Director and under the direct guidance and supervision of the ISI Project Director, the Programme Associate shall be responsible for the following duties:

- contribute to the general operations of the ISI team; assisting the day to day management and operation of programme activities such as donor relations, partnership management, outreach, event coordination and logistics, writing, editing, translation and other tasks
- assist in building knowledge and information relevant to the programme through collecting and analysing case studies from members of the International Partnership for the Satoyama Initiative (IPSI), liaising with members, and contributing to research publications
- contribute to the development of publications and other materials related to assessment of the ISI project's achievements over the UN Decade on Biodiversity 2011-2020, promotional materials, and other materials as needed
- assist with implementation and facilitation of research projects and scientific assessments
- perform any other duties as may be assigned or required by the Project Director

Required Qualifications and Experience:

- a Master's degree or equivalent in the area of environment, development, social sciences, or a related discipline
- at least three (3) years of progressively responsible experience in a related area. Work experience in international organizations or promoting major international initiatives is an asset
- knowledge and experience of working with coordination and organization of conferences, logistical and financial arrangements. Knowledge of the UN governance structure will be considered an added advantage
- good computer and organizational skills
- excellent communication skills with fluency in both oral and written English and Japanese. Knowledge of other UN official languages is an asset
- excellent analytical skills as well as demonstrated ability to multi-task and to manage own workload and schedule to deliver timely results
- 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 350,000 to 400,000 per month. There are no other fringe benefits.

Duration of Contract:

This is a full-time employment 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.

Applications from suitably qualified women candidates are particularly encouraged.

Starting Date: August / September 2019 (negotiable)

Application Procedure:

Interested applicants should submit their applications by email (to recruitment-isi@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 \(P.11\)](#) form downloadable from the [UNU website](#). Please avoid using similar forms provided by other United Nations organizations
- a brief resume in Japanese;
- an indication of the reference number of the vacancy announcement (2019/UNU/IAS/PSA/PA/19)

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)

This is a re-advertisement, hence those who applied previously do not need to re-apply.