



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT (Tokyo, Japan)

VACANCY ANNOUNCEMENT

Programme Coordinator 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/PC/21
Applications to	:	ias.recruitment@unu.edu
Closing Date	:	29 March 2019

About UN 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 SDGs, 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 concept 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 maintenance and rebuilding 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>, <http://www.unuias-isi.org/> and <http://satoyama-initiative.org/en/>

Responsibilities:

Under the supervision of the UNU-IAS Director and under the direct guidance and supervision of the ISI Project Director, the Programme Coordinator will manage/lead the planning, organization and implementation of research projects and develop relevant activities in the International Satoyama Initiative Project. Specific responsibilities will include:

- leading and coordinating policy relevant research activities as well as publication and dissemination efforts of the project, including organizing and facilitating meetings, workshops and conferences, and undertake the project outreach activities
- planning, coordinating and supervising administrative activities of the project, including budget and personnel
- developing project proposals and raising funds for the project
- building strategic partnerships and collaborations in line with the strategic directions of UNU-IAS
- performing other duties as required by the Director and Project Director

Required Qualifications and Experience:

- master's degree in environmental science or a related field. At least seven (7) years of relevant, progressively responsible experience in university-level research, and programme development, or within international organisations or research/training institutions. Equivalent experience in combination with a bachelor's degree will be considered
- research management skills and experience in environmental policy development are desirable
- 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 multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- fluency in English and Japanese is essential, and so is computer literacy. A working knowledge of other UN official languages is an advantage

Remuneration:

Remuneration will commensurate with qualification and experience. 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.

Starting Date: 15 April 2019 (negotiable)

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 \(P.11\)](#) form; please avoid using similar forms provided by other United Nations organizations
- an indication of the reference number of the vacancy announcement (2019/UNU/IAS/PSA/PC/21)

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)