LOCAL RECRUITMENT  
(Tokyo, Japan)

VACANCY ANNOUNCEMENT  
(RE-ADVERTISEMENT)
SENior COMMUNICATIONS ASSOCIATE / 
COMMUNICATIONS ASSOCIATE, UNU-IAS  
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University - Institute for the Advanced Study of Sustainability
Reference Number : 2019/UNU/IAS/PSA/SCA/CA/46
Applications to : ias.recruitment@unu.edu
Closing Date : 4 August 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 the university’s 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. The activities of the institute are in three thematic areas: sustainable societies, natural capital and biodiversity, and global change and resilience. UNU-IAS serves the international community through innovative contributions to high-level policymaking and debates, addressing priority issues for the UN system. For more information please visit http://ias.unu.edu

Responsibilities:
The Senior Communications Associate / Communications Associate will play an important role in the UNU-IAS Communications team, whose goal is to shape, package, and deliver the institute’s products and expertise to maximise impact, effect positive change, and drive further demand for UNU-IAS work. The team is responsible for institutional communications initiatives, including UNU-IAS websites, the UNU-IAS Policy Brief series, brochures and other promotional materials, as well as media and general outreach activities including social media and event promotion.
Under the general supervision of the UNU-IAS Director, the Senior Communications Associate / Communications Associate will facilitate the overall communications and outreach activities of the institute. Specific responsibilities will include the following:

- managing and maintaining UNU-IAS website content, including both copy and visual assets
- reviewing, editing, formatting and proofreading content for both print and online communications
- sourcing content and liaising with content authors
- developing and managing communications policies, workflows and resources
- producing promotional materials such as brochures, annual reports and event posters
- promoting key events and publications through media outreach, social media and other means
- facilitating internal communications, including through regular reporting and other mechanisms
- developing relationships and networks to enhance outreach
- conducting other relevant activities as necessary

**Required Qualifications and Experience:**

- a master’s degree or equivalent qualification in communications, sustainable development, environment, social sciences, or a related field. Equivalent experience in combination with a Bachelor’s degree will be considered
- a minimum of 4 years’ relevant working experience (for Senior Communications Associate) or 2 years (for Communications Associate), preferably in an international setting
- excellent writing, editing, and communications skills in English, and preferably also in Japanese
- strong knowledge of communications theory and practice
- strong knowledge of social media platforms and best practices
- familiarity with the UN system and current issues related to sustainability
- proven ability to efficiently manage a variable workload
- fluency in English is required, and strong Japanese language ability is highly preferred. Ability in other official UN languages is an advantage
- excellent computer skills and web literacy are essential. Experience using WordPress, HTML, and/or the Adobe suite of creative products is an asset
- good team player with strong interpersonal skills, demonstrated by the ability to work in a multicultural environment with sensitivity and respect for diversity
- UNU is an inclusive employer and endeavors to create culture of inclusiveness. Applications from suitably qualified female candidates or underrepresented groups are particularly encouraged.

**Remuneration:**

Remuneration will be commensurate with qualifications and experience and will range from JPY 413,000 to 489,000 per month (Senior Communications Associate), or JPY 315,000 to 373,000 per month (Communications Associate). 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 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/SCA/CA/46)

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