LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Communications Associate
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University - Institute for the Advanced Study of Sustainability

Reference Number : 2019/UNU/IAS/PSA/CA/52

Applications to : ias.recruitment@unu.edu

Closing Date : 21 July 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, dedicated to advancing global efforts towards a more sustainable future. UNU-IAS serves the international community through policy relevant research and capacity development focused on sustainability, integrating 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. The work of UNU-IAS is directed towards priority issues for the UN system and Member States, contributing to high-level policymaking and debates to address problems of global concern. For more information please visit http://ias.unu.edu

Responsibilities:
The Communications Associate will promote UNU-IAS and its activities through outreach efforts and by building relationships with target audiences, particularly in Japan. The 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. This will involve supporting institutional communications initiatives including UNU-IAS websites, media relations, social media, brochures and other promotional materials.

The associate will also support the activities of the Global Environment Outreach Centre (GEOC), which is a joint initiative of UNU–IAS and the Ministry of the Environment of Japan (MOEJ). GEOC engages with civil
society and fosters multi-stakeholder partnerships to advance sustainable development, by conducting research and disseminating information online and through public symposiums and seminars.

Working under the general supervision of the UNU-IAS Director, and the direct supervision of the managers of the UNU-IAS Communications team and GEOC, the Communications Associate will:

- publish and maintain content for the UNU-IAS and GEOC websites
- write, translate, review, edit, and format content for both print and online communications
- produce promotional materials such as brochures, newsletters, annual reports, and event posters
- support the organization of public events and workshops
- source content and liaise with content authors
- update social media accounts
- support media outreach by identifying opportunities, building relationships, and facilitating media interviews
- promote key events and publications through communications campaigns
- develop relationships and networks to enhance outreach
- conduct 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 2 years’ relevant working experience in an international setting
- excellent writing, editing, and communications skills in both Japanese and English. This position requires native-level Japanese and at least business-level English. Ability in other official UN languages is an advantage
- experience editing and/or proofreading Japanese content
- good understanding of the Japanese media and political landscape (domestic and international).
- 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
- 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 endeavours to create a 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 315,000 to 373,000 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.

**Starting Date:**

August 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 (in English);
- a curriculum vitae (CV) and a completed and signed UNU Personal History (P.11) form (both in English); please avoid using similar forms provided by other United Nations organizations;
- a brief CV in Japanese; and
- an indication of the reference number of the vacancy announcement (2019/UNU/IAS/PSA/CA/52)