



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT (Kanazawa, Japan)

VACANCY ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT, UNU-IAS OUIK CONSULTANT CONTRACT (CTC)

Organizational Unit	:	United Nations University - Institute for the Advanced Study of Sustainability
Reference Number	:	2019/UNU/IAS/CTC/AA/61
Applications to	:	recruitment-ouik@unu.edu
Closing Date	:	31 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.

UNU 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>.

UNU-IAS Operating Unit Ishikawa/Kanazawa (UNU-IAS OUIK)

The United Nations University Institute of Advanced Studies Operating Unit Ishikawa/Kanazawa (OUIK) was established in April 2008 with strong support by local governments of Ishikawa Prefecture and Kanazawa City in Japan. OUIK has provided local and regional input into UNU's sustainable development and international cooperation efforts in collaboration with other organizations, including UN agencies, academic institutes and local partners by implementing research on sustainable utilization of biodiversity and ecosystem services. OUIK also aims at developing communication and networks with local stakeholders through public outreach and capacity building, while sharing information about international trends.

Responsibilities

Under the direct guidance and supervision of the Director of UNU-IAS OUIK and in close collaboration with the UNU personnel, the administrative assistant will be responsible for the following duties:

- assist with day-to-day operational tasks in general services
- assist in the organisation and follow-up of symposium and event
- assist in arrangement of all matters pertaining to travels
- assist in arrangement of procurement matters
- assist in compilation and management of related data and documents
- assist in coordination with various stakeholders
- perform other duties as may be assigned

Required qualifications

- a bachelor's degree in relevant fields of international relations, foreign language, or comparable work experience
- three (3) to five (5) years of work experience
- knowledge and working experience on organization of conferences, travel, procurement, logistical and financial arrangements desirable
- excellent communication skills with proficiency in both oral and written English and Japanese
- computer/web literacy is a must
- a good team player with strong inter-personal skills, demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- ability to perform multitask and to manage own workload to deliver the outcome in timely manner

Remuneration

Remuneration will be JPY 13,000 per day. There are no other fringe benefits.

Appointment duration:

The successful candidate shall work for the above-mentioned project. No consultant shall provide services for more than twenty-four (24) months in a thirty-six (36) month period.

The successful candidate will not hold international civil servant status nor be a "staff member" as defined in the United Nations Staff Rules and Regulations.

Starting Date: As soon as possible

Application Procedure

Interested applicants should submit their applications by email to recruitment-ouik@unu.edu before the application closing date, and must include the following:

- a cover letter setting out how your qualifications and experience match the requirements of the position
- a curriculum vitae with a completed and signed United Nations University Personal History form (P11), downloadable from United Nations University website at www.unu.edu/administration/hr/how-to-apply/. 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/CTC/AA/61)

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)