



UNITED NATIONS  
UNIVERSITY

LOCAL RECRUITMENT  
Tokyo, Japan

## VACANCY ANNOUNCEMENT

### COUNCIL OFFICER (NO-B)

(open to Japanese nationals only)

- Organizational Unit** : United Nations University – Office of the Rector  
**Reference Number** : 2019/UNU/RO/FTA/NOB/00060159  
**Applications to** : Office of the Rector  
**By Email:** [ro.recruitment@unu.edu](mailto:ro.recruitment@unu.edu)  
All applications/nominations will be acknowledged.  
**Closing Date** : 31 August 2019

#### United Nations University

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching, capacity development, and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit <https://unu.edu/>

#### Office of the Rector

The Office of the Rector supports the Rector in his capacity as the chief academic and administrative officer of the UNU and assists in executive management and coordination of the UNU system. This includes responsibilities for the University's direction, organisation, administration, and programme and institutional development. The Office also provides an overall supporting role for governance and policy development within the UNU system, in particular through the UNU's governing body, the UNU Council and its Committees, as well as through advisory boards and committees of the UNU institutes and programmes and the Conference of Directors of UNU institutes and programmes (CONDIR).

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This position will primarily support the Rector's Office in the preparation of meetings of the UNU Council. The UNU Council serves as the governing board of the United Nations University. It is composed of 12 appointed members, the UNU Rector, and three ex officio members. The UNU Council is responsible, inter alia, for approving the principles and policies that govern the University and approving the UNU budget and work programme. The UNU Council currently holds two regular sessions per year. It reports annually to the UN General Assembly, the UN Economic and Social Council, and the Executive Board of UNESCO.

### **Responsibilities**

Under the supervision of the Executive Officer and Secretary of the Council, the Council Officer will undertake the following tasks:

- Support the organisation of the UNU Council sessions;
- Lead the logistical preparations for all Council, Council Committee, and CONDIR meetings;
- Liaise with the UNU Travel Coordinator, Events Coordinator, UNU Building Manager, and relevant host country authorities in the preparation of Council and CONDIR meetings;
- Lead the management and updating of the Council Website as well as Council Handbook, also in liaising with the Office of Communications;
- Organise and manage all Council and CONDIR documentation and archives;
- Monitor expenditures of the Council budget as well as the budgets of departments and projects that fall under the oversight responsibilities of the Office of the Rector;
- Assist the Office of the Rector in the preparation of contracts with individual consultants and organizations, and monitor contract implementation;
- Provide logistical support for other events organised by the Office of the Rector, e.g. supporting the Conversation Series; and
- Assist the Office of the Rector and Executive Officer in the day-to-day management of other administrative, logistical, or financial matters as requested.

### **Requirements**

- Master's degree in business administration, event management, or international relations, and at least 5 years of progressively responsible work experience in the administration of governing bodies, project planning, or coordination services in an international, English-speaking setting;
- Experience organizing international conferences involving prominent guests/government officials, including logistical arrangements and financial management for such meetings;
- Excellent MS Office skills, notably in Excel; experience in using ERP systems, e.g. Peoplesoft would be an advantage;
- A certificate or experience in financial accounting would be an advantage;
- Excellent communication skills with proficiency in both English and Japanese;
- Experience gained in an international research institution or a UN entity in Japan would be an advantage;
- Results-oriented and self-motivated, with the ability to prioritize work under stress; and
- Excellent team player with strong inter-personal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

## Remuneration

Remuneration will be commensurate with qualifications and experience in accordance with UNU guidance for appointments at the NO-B level of the National Professional Officer salary scale for the Japan duty station in the United Nations Common System salary scale. Remuneration also includes benefits accorded in the salary agreements. For more information, please visit [https://www.un.org/depts/OHRM/salaries\\_allowances/salaries/japan.htm](https://www.un.org/depts/OHRM/salaries_allowances/salaries/japan.htm).

The Rector reserves the right to appoint a candidate at a level below the advertised post.

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## Duration of contract

This is a full-time position. The initial appointment will be for a period of one (1) year with the possibility of renewal on a rolling fixed-term appointment basis, subject to requirement and satisfactory work performance. The mandatory age of retirement for United Nations staff is 65 years. This is a locally recruited position; no relocation expenses or allowances apply. UNU is an equal opportunity and diversity employer and is committed to a workplace that reflects the values of diversity and inclusivity embodied by the United Nations. Applications from women are strongly encouraged. The expected starting date is January 2020.

## Application Procedure

Interested applicants should submit their applications, preferably by email to: ***ro.recruitment@unu.edu*** and must include the following:

- A cover letter setting out: (1) the motivations for applying for the post, and (2) how the candidate's qualifications and experience match the requirements of the position;
- A CV as well as a completed and signed [UNU Personal History \(P.11\) form](#);
- Full contact information of three referees; and
- An indication of the reference number of the vacancy announcement 2019/UNU/RO/FTA/00060159.