LOCAL RECRUITMENT
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Research Assistant
Global Environmental Outreach Project (GEOC)
(Consultant Contract - CTC)

Organizational Unit : United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS)
Reference Number : 2019/UNU/IAS/CTC/RA/69
Applications to : ias_geoc.recruitment@unu.edu
Closing Date : 6 September 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

Global Environmental Outreach Project (GEOC):

The Global Environmental Outreach Centre (GEOC) was jointly established by the Ministry of Environment of Japan and UNU; its mission is to foster partnership between various stakeholders, such as international agencies, national governments, local governments, companies, nonprofit organizations and citizens, to create a sustainable society. GEOC's main activities include: (i) international partnership building, (ii) partnership building in Japan, and (iii) information sharing and communication.
Responsibilities:

Under the overall guidance of the Director of UNU Institute for the Advanced Study of Sustainability (UNU-IAS), and under the direct supervision of Senior Programme Coordinator of UNU-IAS/GEOC, the Research Assistant will be expected to carry out the following research tasks related to the research project on identifying new and innovative multi-stakeholder partnership approaches/cases to support the implementation of the SDGs and Regional Circular and Ecological Sphere (Regional CES) in Japanese society in close cooperation with the Administrative Programme Associate of UNU-IAS/GEOC.

- perform research to familiarize herself with the content of the project
- conduct research on the new and innovative multi-stakeholder partnership approaches/cases outside of Japan that are useful to support the implementation of the SDGs and Regional Circular and Ecological Sphere (Regional CES) in Japanese society through literature review and interviews to the relevant stakeholders
- Gather information on global trends on the topic and conduct interviews by attending the Global Sustainable Technology & Innovation Conferences (G-STIC) 2019 to be held in Brussels from 20-22 November 2019
- analyze and examine the cases and propose recommendations to realize the SDGs and Regional Circular and Ecological Sphere (Regional CES) in Japan
- produce a full research report in Japanese and make oral presentation in Japanese at the advisory committee meetings of the project to be held 2-3 times in Tokyo during the contract term
- ensure timely completion of assigned tasks including completion of the report
- perform other duties assigned by the supervisor

Required Qualifications and Experience:

- a master's degree or equivalent in the field of environmental science, environmental governance, biodiversity science, or related disciplines
- at least ten (10) years of work experience in government, academic or research institutions, consulting firms, and NGOs; experience related to biodiversity, sustainability. Research experience in biodiversity and multi-stakeholder process topic is required. Experience in engagement of similar research tasks is an asset. Applicants with a bachelor's degree with at least seven years of similar experience will also be considered
- ability to establish work priorities and deliver within tight deadlines and handle multiple concurrent activities
- ability to work with minimal supervision and with a high level of resilience
- computer and web literacy required. Strong IT skills would be an asset
- excellent communication skills with native-level ability in speaking and writing both Japanese and English. Knowledge of another UN official language is an asset

Remuneration:

JPY 150,000 paid for twice during the term upon submission of the report (Total JPY300,000). For the necessary cost of travel direct related to the contractual work, UNU-IAS may cover such costs separately upon obtaining prior approval by UNU-IAS. There are no other fringe benefits.
Duration of Contract:

The successful candidate shall work under a Consultant Contract (CTC) with UNU-IAS. The appointment will be until 27 March 2020. No consultant shall provide services for more than twenty-four (24) months in a thirty-six (36) month period.

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:  Mid-September 2019

Application Procedure:

Interested applicants should submit their applications by email (to ias_geoc.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
• an indication of the reference number of the vacancy announcement (2019/UNU/IAS/CTC/RA/69)

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)