LOCAL RECRUITMENT  
(Tokyo, Japan)

VACANCY ANNOUNCEMENT

Administrative Assistant  
(Personnel Service Agreement - PSA)

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

Reference Number : 2019/UNU/IAS/PSA/AA/71

Applications to : ias.recruitment@unu.edu

Closing Date : 16 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 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:

Under the overall supervision of UNU-IAS Director, and under the direct guidance and supervision of Programme and Administrative Officer of UNU-IAS, and in close collaboration with UNU-IAS staff, the incumbent shall perform the following tasks:

- provide variety of administrative support in day-to-day operations including payment, procurement, staff travel and asset management
- assist in maintaining and monitoring contract implementation for external grants, in particular those from the Japanese Ministries, foundations and other donor agencies, and prepare accounting and financial reports and other relevant documents as required
- assist in organizing various events (conferences, symposia, workshops and seminars), and handle relevant administrative processes
- assist in various administrative work, closely liaising with the UNU-Centre Administration (Offices in Tokyo and Kuala Lumpur)
- maintain supporting documents and filing system for the IAS projects
- ensure full compliance with UN Financial Rules and Regulations, UNU procedures and the policies of UNU
- perform any other duties related to the UNU-IAS Administration as may be assigned

Required Qualifications and Experience:

- a bachelor’s degree or equivalent qualification in business, accounting, sustainable development, environment, social sciences, or a related field
- a minimum of 2 years’ relevant working experience in an international setting
- writing and communications skills in both Japanese and English
- familiarity with the UN system and current issues related to sustainability is an advantage
- proven ability to efficiently manage a variable workload
- good team player with strong interpersonal skills, demonstrated by the ability to work in a multicultural environment with sensitivity and respect for diversity

Applications from suitably qualified women candidates are particularly encouraged.

Remuneration:

Remuneration will be commensurate with qualifications and experience and will range from JPY 315,000 to 337,000 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:

1 October 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
- an indication of the reference number of the vacancy announcement (2019/UNU/IAS/PSA/AA/71)

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)