



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT (Tokyo, Japan)

VACANCY ANNOUNCEMENT

Administrative Assistant to Director (Personnel Service Agreement - PSA)

Organizational Unit	:	United Nations University - Institute for the Advanced Study of Sustainability
Reference Number	:	2019/UNU/IAS/PSA/AA/77
Applications to	:	ias.recruitment@unu.edu
Closing Date	:	13 October 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 direct supervision of the Director of United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS), and in close coordination with the Director's Office, the Office of the Rector and other UNU-IAS personnel, the Administrative Assistant is expected to undertake the following tasks:

- provide administrative support to the Director, including scheduling and updating of appointments, answering telephone calls, receiving visitors and handling queries
- manage and handle all forms of correspondence for the Director, including e-mail, in English and Japanese
- make necessary arrangements for the Director's official travels and prepare necessary forms for visa and other travel matters
- provide support to the Director, including preparation and editing of speeches and seminar presentations
- be involved in arranging contacts and meetings with Japanese government officials and other public figures for UNU-IAS
- coordinate with the Office of the Rector and other units of the University for arranging various meetings and events
- prepare various announcements to be dispatched by UNU-IAS Director, such as staff announcement, UNU-IAS academic meetings, as well as update UNU-IAS Global Directory, when necessary
- serve as a liaison with the Office of the Rector in terms of legal agreements concerning UNU-IAS projects and activities
- perform other duties as may be assigned

Required Qualifications and Experience:

- a bachelor's degree or equivalent qualification in business, public administration, sustainable development, environment, social sciences, or a related field
- a minimum of 3 years' relevant working experience, preferably in an international setting
- strong 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
- good IT skills (MS Office)

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 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:

November 2019

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/77)

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)