INTERNATIONAL RECRUITMENT
Tokyo, JAPAN

VACANCY ANNOUNCEMENT

POLICY OFFICER (P-3)

Organizational Unit : United Nations University – Centre for Policy Research (UNU-CPR)

Reference Number : 2016/UNU/CPR/FTA/PO/31

Applications to : unucpr_po@unu.edu
(All applications/nominations will be acknowledged)

Closing Date : 20 May 2016

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. It serves as a think tank for the United Nations system, contributes to capacity building particularly in developing countries, and serves as a platform for new and creative ideas and dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has already established fifteen institutes and programmes worldwide. For more information please visit http://unu.edu.

United Nations University Centre for Policy Research (UNU-CPR):

The Centre for Policy Research (CPR) in Tokyo was established in 2014 to generate policy research and inform major UN debates in the areas of security, development and humanitarian affairs. CPR is a small think-tank, with six core staff, a few select fellows, and a broad network of partner policy analysts and researchers. CPR’s policy research agenda focuses in particular on the implications for the UN of the changing nature of conflict and violence as well as on making the UN fit for purpose to allow it to better contribute to the implementation of the Agenda 2030 for Sustainable Development. For more information on the Centre and its work, please visit http://cpr.unu.edu.
Responsibilities:

The Policy Officer will support and contribute to policy-oriented research projects in UNU-CPR’s areas of work, reporting to the Senior Policy Adviser. The issue areas the Policy Officer is expected to cover are likely to be diverse and relate to cross-cutting challenges facing the UN across its main pillars of work, and in particular with respect to the Organisation’s efforts to resolve violent conflict, provide humanitarian assistance and assist Member States in the implementation of Agenda 2030 for Sustainable Development. The Policy Officer will assist UNU-CPR in its objective to identify major knowledge gaps and opportunities for policy innovation in and around the United Nations; produce and commission original, policy-oriented scholarship; develop innovative, evidence-based, and feasible recommendations on relevant issues for policy uptake; and disseminate its output through policy papers, participation in conferences and media commentary. Specifically, the Policy Officer’s responsibilities will include, but will not be limited to: researching and collecting data on relevant issues; drafting policy briefs, research papers, meeting summaries, conference reports and correspondence; providing editing and drafting support; fact and citation checking; organizing, coordinating and attending seminars and conferences.

Required Qualifications and Experience:

- An advanced university degree (Master’s or equivalent) in public policy, political science, law, economics, international development, anthropology, or a related field;
- At least five (5) years of progressively responsible experience in international relations, political affairs, conflict resolution or economic development;
- Knowledge of the UN and of its functions and activities and understanding of major policy-making processes in the Organisation;
- A solid research background, ideally including publications in areas related to peace, security, global development, and/or public policy;
- Knowledge of and experience in the think-tank world or in policy development or analysis;
- Excellent editing, drafting and communication skills;
- The ability to interact with colleagues and others of diverse cultural backgrounds;
- Proven commitment to issues of human development and international security;
- Demonstrated sensitivity to gender issues; and
- Fluency in English; fluency in at least one other official language of the United Nations is desirable.

Field experience would be an additional advantage.

UNU is committed to building a pluralistic and culturally diverse personnel and strongly encourages applications from female candidates.

Remuneration:

The approximate net salary (free of tax) is US$90,000 p.a (single status) – US$101,000 p.a (with dependants) including post adjustment, which is subject to change.

The post carries the standard set of United Nations benefits and entitlements for international positions in the UN Common Systems, including participation in the United Nations Joint Staff Pension Fund, the possibility of participation in a health insurance programme, education grant for eligible children, removal expenses and home leave. For more specific information please visit: http://www.un.org/Depts/OHRM/salaries_allowances/index.html.

The Rector reserves the right to appoint a candidate at a level below the level advertised.
**Duration of Contract:**

This is a full-time fixed-term appointment. The period of initial contract would be for a one-year term with the likelihood of renewal on a rolling fixed-term appointment basis, subject to requirements and satisfactory work performance. The mandatory retirement age in the United Nations is 65 years.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

**Start date:** Expected 1 September 2016

**Application Procedure:**

Interested applicants should submit their applications, preferably by email (to unucpr_po@unu.edu) and must include the following:

- a cover letter setting out: (1) what are the motivations for applying for the post and (2) how the candidate’s qualifications and experience match the requirements of the position;
- a completed and signed [UNU Personal History (P.11)](https://www.unu.edu/) form downloadable from the [UNU website](https://www.unu.edu). Please avoid using similar forms provided by other United Nations organizations;
- full curriculum vitae (with publications list); and
- an indication of the reference number of the vacancy announcement (2016/UNU/CPR/FTA/PO/31)

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)