

Posting Title:	Staff Assistant, G5 (Temporary)
Department/Office:	Department of Public Information
Location:	TOKYO
Posting Period:	18 to 27 April 2017
Job Opening Number:	UNIC-2017-006
Contract:	Temporary
Duration:	Two months

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notices

This job opening is open to nationals of Japan only. Appointment against this post is on a LOCAL basis, with NO entitlement to travel or any other international benefits. Should there be a need for examination, the candidate will be responsible for any travel expenses incurred. Staff members are subject to the authority of the Secretary-General and to assignment by him or her.

Organizational Setting and Reporting

This position is located in the United Nations Information Centre in Tokyo (UNIC Tokyo), within the Information Centres Service (ICS), Strategic Communications Division, Department of Public Information. The UNIC Tokyo is the principal source of information about the United Nations system in Japan. The information centre is responsible for promoting public understanding and support for the aims and activities of the United Nations by disseminating UN information materials to a local audience in English; engaging local and regional partners; and, overall, bringing the United Nations closer to the people it serves. The incumbent is under the overall supervision of the Director in UNIC Tokyo and the direct supervision of a National Information Officer in UNIC Tokyo, ICS/SCD. The temporary position is available as soon as possible for an initial period of two months, with the possibility of extension.

Responsibilities

Within delegated authority and depending on location, the Staff Assistant maybe responsible for the following duties:

- Assists in the development and maintenance of external partnerships with the government, business, academia, civil society, other international organizations and individuals with various talents as a multi-stakeholder approach to promote UN's communication priorities.

- Liaises with external partners in the planning, organizing and coordination of the Director's speaking and writing engagements, the office's outreach activities including special projects and events.
- Maintains the office calendar/schedules to support the Director's effective internal and external engagements; monitors changes and communicate relevant information to appropriate staff inside and outside the immediate work unit.
- Assists the Director in the preparation of presentation materials using appropriate technology/software. May provide some specialized support to unit (e.g. technology support, editing, desktop publishing, etc.).
- Assists in enhancing the UN Academic Impact by updating the Centre's website and coordinating with its member universities.
- Using relevant computer software, creates designs in appropriate format for promotional and other material, e.g. brochures, presentational materials, announcements, video and audio cassette covers and catalogues, etc.; ensures that photos, graphics, etc. are appropriate and conform to UN standards for print materials.
- Ensures availability and appropriate packaging of products for distribution at special events, exhibits, conferences, media functions, etc.
- Ensures smooth and efficient information flow within the unit; monitors the office's generic e-mail account and mail box to review incoming complex information requests and inquires; communicates on such information with appropriate staff inside and outside the immediate work unit.
- Responds or drafts responses to a wide range of correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Performs other duties as assigned.

Competencies

- **Professionalism:** Knowledge of internal policies, processes and procedures related to communication, production and dissemination of public information. Ability to research information from a variety of sources. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate

amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

A high school diploma or equivalent is required.

Work Experience

A minimum of five years of professional experience in general office support or related area is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the Post advertised, fluency in English and Japanese are required. Knowledge of other official United Nations languages is an advantage.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise, which may be followed by a competency-based interview.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available as explained in the documents linked from the “How to Apply” section below.

Applications are pre-screened according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that

applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

No Fee

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information on applicants' bank accounts.

How to Apply

Go to the link:

<https://inspira.un.org>

1. Click “Register now” and complete registration
2. After you register, log in and select “My applications”
3. Select “Create Draft Application” and fill in the application
4. Upon completion of your application, send a PDF copy to:

Eriko Takahashi (Ms.), takahashi@unic.org

Application Deadline: 9:00 am on 27 April 2017 at Japan time.