

RECRUITMENT CALL for Programme Coordinator

The Institute for Global Environmental Strategies (IGES) has been dedicated to promoting sustainable development in the Asia-Pacific region since 1998. To achieve its goal, IGES collaborates with international organisations, government agencies, local governments, private companies, and research institutions to implement integrated policy research. The Institute aims to ensure its research findings can be applied to actual policy decisions, and strives to enhance the link between science, policy and society. Its efforts have earned recognition globally.

We are now seeking individuals who share our passion and commitment to our mission, as we look towards the future.

I. Position now open (Part-time Staff)

Strategic Management Office, Knowledge and Communications (SMO-KC)

Programme Coordinator: 1

(Position Outline)

The Strategic Management Office (SMO) develops and manages the Integrative Strategic Research Programme of IGES every four years. In its implementation, the Knowledge and Communications team (SMO-KC) takes the lead in promoting various cross-sectoral programmes in close collaboration with respective research units at the Institute. Such operations include the organisation of the IGES annual event – the International Forum for Sustainable Asia and the Pacific (ISAP), coordination of all-IGES activities for selected global and regional processes on environment and sustainability, and building collaborative relationships with international organisations and other strategic partners. Furthermore, the SMO-KC is in charge of developing and disseminating timely and clear messages based on science to a diverse range of stakeholders, including national governments, local authorities, businesses, research institutions, NGOs and the media.

Cross-unit work requires a broad interest in the diverse environmental issues addressed by each of IGES's research units, as well as good communication and coordination skills. It also requires the ability to quickly understand individual research findings and reconstruct them into an integrated message.

In addition, the staff working in this position, depending on their aptitude, will also be requested to participate in public relations and other related activities. We are looking for people who are willing to contribute to these tasks.

(Duties and responsibilities)

The new Programme Coordinator will be engaged in the following tasks under the supervision of the Director of Knowledge and Communications:

Primary tasks to be engaged in

- Promotion of cross-unit programmes
 - Monthly meetings of the four cross-unit research areas = focal areas (SDGs, climate change, biodiversity and circular society); preparation of meeting materials and meeting summaries
- Organisation of IGES annual events (ISAP)
 - International Forum on Sustainable Asia and the Pacific (ISAP); preparation of meeting materials and meeting summaries
- Planning, coordination and implementation of integrated operations for major international processes
 - UN General Assembly/High Level Political Forum on Sustainable Development (HLPF)/Asia-Pacific Forum on Sustainable Development (APFSD), United Nations Framework Convention on Climate Change Conference of the Parties (UNFCCC-COP), Convention on Biological Diversity Conference of the Parties (CBD-COP), UN Environment General Assembly (UNEA), the G7/G20 Summit and the Ministers' Meetings on Climate, Energy and Environment.
 - Including research on these international processes, preparation of working calendars, etc.
 - Including engagement in related externally funded commissioning work and oversea missions
- Building collaborative relationships with international organisations and other strategic partners
 - Coordination with partner organisations in concluding and renewing memorandums of understandings (MOUs) with them; coordination with relevant research units within the Institute and preparation of relevant documents
- Dissemination of clear and science-based messages
 - IGES message documents (English/Japanese) for key international processes
 - IGES executive presentations (greetings, PPTs, etc.: English/Japanese) for various opportunities

Secondary tasks to be engaged in

- Public relations-related tasks
 - English language proofreading and review for IGES PR materials
 - Content development for IGES website, e-newsletter, SNS, etc.
 - Response to the PR related enquiries, etc.

(Required qualifications and skills)

Required

- University degree or higher (Social science, Natural science or Humanities)
- Ability to write, review and proofread documents and engage in conversation and discussion in English (native level)
- Ability to read documents and speak Japanese (elementary business level)
- Experience in the use and operation of online conferencing tools (Zoom, Webex, etc.)
- Teamwork: experience in tasks requiring interpersonal interaction
- Interest in and a certain level of knowledge of global environmental issues and sustainable development
- Strong motivation to solve problems related to global environmental issues and sustainable development

Recommended

- Ability to write documents in Japanese (elementary business level)
- Ability to write academic papers in English
- Ability to manage citations using Mendeley
- Experience in managing social media corporate accounts
- Basic knowledge of HTML

II. Conditions

Employment Period	Employment period is up to the end of March 2024. (After the end of the term, the staff member can apply for another open position at IGES.)
probationary period	A probationary period of three months is applicable for part-time staff members.
Place of Work	IGES Headquarters 2108-11 Kamiyamaguchi, Hayama, Kanagawa, 240-0115 Japan
Standard office hours Rest period of working days Holidays (Days-off)	9:30~18:00 12:00~13:00 Sundays and Saturdays, National holidays, From December 29 to January 3 *Discretionary labour system (see Annex 1)
Standard Annual Salary	<u>Approximate Monthly Salary</u> Approximate: Monthly Salary from 375,000 yen Salary is determined based on the responsibilities and assignments in accordance with the Rules on matters related to working for Non-Regular Staff of IGES, taking into consideration the applicant's expertise, experience, responsibilities and achievements from his/her previous

	work.
Insurance Programme	Insurance (<i>health, employee pension, unemployment and workers' accident compensation</i>) is partly covered by IGES.
Employment type	Fixed Term Contract
Annual paid leaves	· According to Article 39 of the Labour Standard Law of Japan
Allowances and Subsidies	· Allowances are provided such as <i>commuting allowance etc.</i>
Teleworking	· The ratio of teleworking is up to 40% ¹ . (The place of the teleworking is basically at home.)
Others	· Health conditions: The applicant should be in good health, physically and mentally. · Measures to prevent passive smoking: No smoking indoors · Persons with disabilities: Please consult with us on an individual basis.

III. How to Apply

- Please fill in the IGES Application Form in English and submit it to the HR Team <recruit-iges8phase@iges.or.jp> together with the requisite documents as advised below.
<https://www.iges.or.jp/en/about/employment>
- IGES will ONLY accept applications using the IGES Application Form.
 Please do NOT apply through any automatic job application systems.
- Application documents are not returnable.
- Short-listed candidates may be requested to submit additional documents.

¹ The rate fluctuates depending on the COVID infection status. (50% as of February 2023)

1. Document to submit

- Application Form
- Self-introduction in English (please describe how you can contribute to the position within 800 words)
- Documentation (maximum of three items) demonstrating the competencies and work experience required for this position

2. References

A reference letter from one supervisor of the applicant, either for their current or previous positions, to be sent directly from the referees to the application e-mail address. recruit-iges8phase@iges.or.jp by the submission deadline specified below.

3. Application Submission Deadline: 19 March 2023

Please note that IGES will begin processing the applications in the order that they arrive, so early submission of your application is highly recommended. When a position is filled, IGES will close the recruitment of the position even during the recruitment process.

4. Process of screening

After screening the application materials, only short-listed applicants will be contacted and asked to submit additional assignments. The additional assignments are likely to be (i) a brief internet research project and reporting of the results; and (ii) proofreading and editing of an English document. The total time for (i) and (ii) should not exceed two hours.

After the review of the assignments, an initial interview in person (at IGES Headquarters or Tokyo Sustainability Forum) or online will be set for the successful candidates.

Those who pass the initial selection will be shortlisted for the final interview by IGES Human Resources Committee.

IGES may contact referees when the applicant is shortlisted.

5. Inquiries

Human Resource Team (HR), Strategic Management Office at IGES Headquarters
E-mail enquiries only: recruit-iges8phase@iges.or.jp

Annex 1

Discretionary Work System in Japan

The discretionary work system is a system introduced in Japan whereby working hours are calculated not by the actual hours worked but by the hours required to perform the job (“presumed working hours”). This system was introduced for selected types of specialists (including researchers) who are allowed to arrange their working hours at their discretion and in return their performance is to be evaluated by their delivered products or services. IGES introduced this system in 2003 for researcher positions.

At IGES, the presumed working hours are 7.5 hours per day excluding one hour for lunch. Under this system, staff are considered as fulfilling the 7.5 hours-worth of work as long as each staff completes his or her work and responsibilities in their designated work place under the guidance or instructions of supervisors regardless of working hours. As part of their responsibilities, unless on a mission or working from home, staff will be regarded as absent from work if he or she does not come to the designated work place.