

**RECRUITMENT CALL**  
**for**  
**Assessment Coordinator**  
**(Technical Support Unit for the IPBES Assessment on Invasive Alien Species)**

The Intergovernmental Science-Policy Platform for Biodiversity and Ecosystem Services (IPBES) is an intergovernmental body established in 2012 with the objective to strengthen the interface between science and policy related to biodiversity and ecosystem services. The four functions, scientific assessment, capacity building, knowledge generation and policy support, are the pillars of IPBES' effort to ascertain the status of global biodiversity and ecosystem services, the drivers of change, and the impacts on human well-being.

The Institute for Global Environmental Strategies (IGES) has been entrusted by the Government of Japan to host the technical support unit (TSU) for an IPBES thematic assessment of invasive alien species. As an extension to IPBES secretariat based in Bonn, Germany, the TSU will be providing technical support for the organisation of author meetings as well as the preparation of the assessment report by selected experts over a period of three years from 2019 to 2022.

## **I. Position now Open**

Technical Support Unit for the IPBES Assessment on Invasive Alien Species

Assessment Coordinator : 1

### **Duties and responsibilities**

We are looking for a highly motivated individual to:

- Support the authors and review editors of the assessment report in compiling and editing the report and its Summary for Policymakers (SPM);
- Plan and coordinate the meetings of the expert group for the assessment;
- Oversee the correct use and storage of reference material used by the authors of the assessment and ensure that all permissions and copyrights are respected in the case of using or adapting material such as figures;
- Liaise with other TSUs and the IPBES secretariat to ensure that the assessment is implemented according to the IPBES work programme, in a coordinated fashion;
- Oversee the work of the designer on the assessment report and its SPM;
- Manage the list of experts, including information to inform the filling of gaps in expertise, in line with IPBES rules of procedure;

- Produce reports on progress of the assessment work;
- Liaise with IPBES secretariat on contractual matters;
- Any other tasks identified by the head of TSU

#### **Required qualifications and skills**

- A Master's Degree or equivalent in the area of biodiversity conservation, natural resource management, sustainable development, international relations, communication or other related discipline.
- Knowledge on biodiversity conservation and/or natural resource management, and/or sustainable development.
- Knowledgeable on international policy and/or science-policy interfaces in relevant areas.
- A minimum of four years of professional work experience.
- Working experience of coordination work at international organizations is an advantage.
- Excellent communication skills with proficiency in spoken and written English. Ability to communicate in Japanese is an advantage.
- Proven ability to prioritize and complete tasks within a limited time frame and to handle multiple concurrent activities.
- Proven ability to work in a team and in a multi-cultural with sensitivity and respect for diversity.

## **II. Conditions**

### **1. Salary and Benefit Schemes:**

- Annual Salary
- Salary is determined based on the responsibilities and assignments in accordance with the IGES Regulations on Remuneration, taking into consideration the applicant's expertise, experience, responsibilities and achievements from his/her previous work.
- The performance for the year is reflected by a bonus and/or other form.
- Twenty days paid leave is provided per fiscal year.
- Special holidays including summer holidays as well as other leave, such as sick leave, are provided in accordance with internal rules.
- Insurance (*health, employee pension, unemployment and workers' accident compensation*) is partly covered by IGES.
- Allowances are provided such as *commuting allowance, housing (rent) allowance,*

*retirement allowance, etc.*

- Transportation expenses for appointment relocation will be covered by IGES.

## 2. Employment Period

- Employment period will be the duration of the Project, which is currently expected to be up to the end of September 2022.
- Starting date is negotiable.
- A probationary period of six months is applicable for all staff members.
- Retirement age/Age limit of fixed-term contract 60 years old

## 3. Place of Work

IGES Tokyo Sustainability Forum  
Shinbashi SY Bldg. 4F. 1-14-2  
Nishi-shinbashi, Minato-ku, Tokyo 105-0003 Japan  
<https://www.iges.or.jp/en/access/tokyo.html>

## 4. Other Conditions

- Type of employment: Full-time
- Hours of work: *Discretionary Work System* (see **Annex 2**).
- Holidays: Saturdays and Sundays, the end and the beginning of the year (29, 30, 31 of December and 1, 2, 3 of January) and national holidays
- Health conditions: The applicant should be in good health, physically and mentally.
- Mission Travel: The applicant should be capable in conducting mission travel (abroad as well as within Japan). Frequency of the travel is expected depending on the responsibilities. Frequent travel is expected for most professional staff members in the research and operation units.

## III. How to Apply

- Please fill in the IGES Application Form in English and submit it to the HR Section <recruit-iges7phase@iges.or.jp> together with the requisite documents as advised below.

IGES will ONLY accept applications using the IGES Application Form. Please do NOT apply through any automatic job application systems.

<http://www.iges.or.jp/jp/employment/index.html>

- Application documents are not returnable.
- Short-listed candidates may be requested to submit additional documents.

**1. Document to submit**

- Application Form
- Self-introduction (please elaborate how you can contribute to this position; within two pages)
- Curriculum vitae
- Evidence of past experience relevant to this position

**2. References**

A reference letter from one supervisor of the applicant, either for their current or previous positions.

**3. Application Submission Deadline: 11/November/2018**

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 for interviews (face-to-face or via Skype/phone).

Successful applicants will be selected and notified after the interviews.

IGES may contact referees when the applicant is shortlisted.

**5. Inquiries**

Human Resource Team(HR), Strategic Management Office at IGES Head Office

E-mail enquiries only: [recruit-iges7phase@iges.or.jp](mailto:recruit-iges7phase@iges.or.jp)

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Annex 1

**About IGES**

<http://www.iges.or.jp/en/index.html>

IGES is an independent research institute that conducts strategic policy research for sustainable development specifically focusing on Asia and the Pacific region. Throughout its 18-year history, IGES has been working side by side with its partners in the region, looking in the same direction and inviting all stakeholders concerned to take part in discussions to tackle problems that they are facing so as to draw on any practical and committed solutions that they may have.

So what is it that makes IGES different from universities, international NGOs, consultancy organisations or other policy research institutes that are working in the same arena? This would partly rest on our high commitment to impact generation which is detailed in our Medium-to-Long Term Strategy for 2016-2025 (MLS).

Our approach is not purely academic, but we are proud of our evidence-based practical style of operation and determined to serve as a Change Agent, aiming to bring about actual changes in society by mobilising every possible opportunity, every useful network, and every accessible resource to make it happen.

**Vision:**

-Transition to a sustainable, resilient, shared, and inclusive Asia-Pacific region and the world

**Mission:**

- Act as an Agent of Change
- Conducting strategic research (Transformative and transformation research)
- Collective impact generation through co-design and co-production.

**Value proposition:**

- Capability to generate practical knowledge for problem-solving
- International trust embodied in strategic networking/partnership with key stakeholders

Annex 2

### **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 are 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, staff will be regarded as absent from work if he or she does not come to the designated work place.