

## Vacancy

### **Future Earth Secretariat *Global Hub Director - Japan, Secondment position***

The Future Earth Secretariat is seeking **five Global Hub Directors** for its globally distributed headquarters  
This announcement is specific to the Director for the **Japan Hub**

**1. Title** Global Hub Director

**2. Number of Positions** 1 position

**3. Location**

Tokyo, JAPAN

Offices at Science Council of Japan (7-22-34, Roppongi, Minato-ku, Tokyo) and Integrated Research System for Sustainability Science, The University of Tokyo (7-3-1 Hongo, Bunkyo-ku, Tokyo)

**4. Description**

The Japan Hub of the Future Earth Global Secretariat is supported by The Japan Consortium for Future Earth, which is composed of Science Council of Japan, Hokkaido University of Education, Tohoku University, Ibaraki University, The University of Tokyo – Integrated Research System for Sustainability Science (IR3S), Keio University Graduate School of Media and Governance, Nagoya University, Kyushu University, National Graduate Institute for Policy Studies, United Nations University – IAS, National Institute for Environmental Studies, Research Institute of Humanity and Nature, Institute for Global Environmental Strategies, Japan Science and Technology Agency/Research Institute of Science and Technology for Society and ICLEI Japan, although not limited to these organizations allowing further development.

The Japan Consortium is seeking a Director of the Japan Hub. This will be a 10.5-month appointment, commencing on May 18, 2015, with possible extension subject to satisfactory performance and/or change in the financial condition after re-selection process. No salary will be paid for the 1<sup>st</sup> year, and therefore the selected person will be hired as the secondment from his/her current affiliation. The contracting mechanism will be discussed with the selected candidate.

**5. Responsibilities**

Japan Global Hub Director will have the overall responsibility for the leadership of a Future Earth Global Hub working closely with the Executive Director and other four Global Hub Directors of the Future Earth Global Secretariat. In addition, he or she will be responsible for overseeing local operations, financial & human resources management, and communications pertaining to the Japan Hub.

## 6. Candidate qualifications

- University degree (PhD or equivalent)
- Understanding of global environmental change and sustainability issues; integrated systems thinking on socio-environmental interactions and sustainable solutions
- Around 10 years of experience in managerial positions and/or as part of the executive team of an international organisation or research institution
- Experience in implementing organizational change/transition
- Proven record of strong financial and human resources management skills
- Demonstrated ability to work collaboratively with diverse stakeholders
- Proven track record in successful resource mobilization
- Excellent communications skills
- Fluency in English and Japanese

## 7. Closing date

Applications must be received no later than 17:00 JST on April 10, 2015 (Friday) by e-mail with 'Japan Global Hub Director' in the subject line to [future-earth@cao.go.jp](mailto:future-earth@cao.go.jp).

## 8. Start Date

Anticipated start date is May 18, 2015, or as soon thereafter as possible.

## 9. Appointment period

Until March 31, 2016, with possible extension subject to satisfactory performance and/or change in the financial condition after re-selection process.

## 10. Benefits and fee

Transportation fee and office facilities will be provided. No salary will be provided.

## 11. Application Documents

- 1) A curriculum vitae
- 2) Statement of intent (regarding above job responsibilities and qualifications) (roughly one A4 sheet)
- 3) Names and contact information of two professional referees

## 12. Selection Process

Selection will be made by the selection committee within The Japan Consortium for Future Earth and the Future Earth Executive Director.

## 13. Inquiries

For information about the position or the selection procedures, please contact [future-earth@cao.go.jp](mailto:future-earth@cao.go.jp).