

Global Environment Centre Foundation  
Temporary Employee " Researcher in Charge of UNEP (United Nations Environment  
Programme)"  
Recruitment Guidelines

The Global Environment Centre Foundation (GEC) invites applications for the following position.

1. Number of employees: 1
2. Job Summary

GEC supports the activities of the United Nations Environment Programme (UNEP) International Environmental Technology Center (IETC). We are now accepting applications for the position of "Researcher in Charge of UNEP" for the UNEP-IETC's projects on sustainable waste management

The researcher will assist UNEP-IETC in implementing the project on Promotion and delivery of environmentally sound waste management technologies and methods and in country technical and advisory support. The current ongoing activities include plastic and Covid-19 waste management projects, the E-waste projects, a waste and climate change project and the waste and gender project under the International Climate Initiative (IKI), supporting development of national and city waste management strategies, development of the Global Waste Management Outlook 2, and outreach activities, etc.

Based on results, outputs and outcomes among these projects, a senior researcher will assist UNEP- IETC in developing a next project proposal on waste management for the MTS 2022-2025. Furthermore, a researcher will support a GEC and a senior researcher to develop a research paper to be composed of:

- 1) A concept note for project activities on sustainable waste management towards a pollution free planet
- 2) A project proposal on circularity with special focus on plastic waste; and
- 3) A strategic paper on waste and climate change and annotated outline of a waste and climate change publication.

The researcher, together with a GEC, will also organize outreach activities to raise visibility of UNEP-IETC and be a represent at relevant workshops, conferences, meetings and events. Furthermore, the researcher will support UNEP IETC in the development of a concept note for future e-waste related activities.

The deliverable will be a research paper on sustainable waste management composed of the above-mentioned three components and a report on outreach activities report by 15 September 2022.

### 3. Required Education, Qualifications and Experience

(1) Education: Master's degree in social science, international relations, environmental studies or equivalent practical experience.

#### (2) Professional Experience

- A minimum of 2 years of progressive relevant experience in project/programme management is required.
- At least 1 year work experience at the international level is required.
- Work experience in the field of waste management, waste technologies and application of waste technology solutions, including at international level, is required.
- Experience in managing the performance of a diverse team of technical and administrative staff against agreed workplans is required.
- Experience in engaging with national and international government officials and representatives of civil society and the private sector on strategic and technical waste management is desirable.
- Experience in communicating complex technical information to a diverse, non-technical audience is desirable.

#### (3) Languages

- Professional working English and Japanese is required.

### 4. Place of work

In principle, work from home (negotiable).

\*Please note that a PC will be not be provided .

### 5. Term of employment contract and working hours

(1) Period: ASAP until 30th September 2022

(2) Workday: 3 days/week

(3) Working hours: 6 hrs 30 min/day (In principle, work hours shall be between 9:00 a.m. and 5:30 p.m., with a one-hour break.

### 6. Fees, etc.

Expected fee: 52,299 yen per day

\*Transportation expenses: None (however, payment can be made by billing for actual expenses on the work)

\*Social insurance: Workers' accident compensation insurance shall be applied.

### 3. Application Methods, etc.

(1) How to apply

Please send your resume (free format) by e-mail with an attachment to the application form below.

(2) Application address: E-mail: [saiyo-osaka@gec.jp](mailto:saiyo-osaka@gec.jp)

The subject line of the e-mail should be "Application for Researcher in Charge of UNEP".

(3) Application deadline: Friday, June 3, 2022, 5:00 p.m.

7. Selection Process

We will conduct an initial screening (document screening) based on the application documents, and the results will be notified to those who pass the initial screening.

Those who pass the initial screening will be interviewed. Candidates will be notified of the results of the interview.

The interview is scheduled for the week of June 6, 2022.

8. For inquiries, please contact

International Cooperation Division, Global Environment Centre Foundation

Attn: Akiko Doi (Ms.)

TEL: 06-6915-4126

E-mail: [saiyo-osaka@gec.jp](mailto:saiyo-osaka@gec.jp)