RECRUITMENT CALL
for
Programme Manager

The Institute for Global Environmental Strategies conducts interdisciplinary policy research to promote sustainable development in the Asia-Pacific region. IGES has been expanding its research and operations to create impacts in society, as well as developing networks of research institutes and stakeholders.

The following position is now open.

I. Position now Open
Sustainable Consumption and Production Area
Programme Manager (Principal or Senior Staff): 1

(Position Outline)

The Sustainable Consumption and Production (SCP) Area of IGES is made up of young and dynamic policy researchers with a track record of combining science-based policy research with creative stakeholder engagement to achieve practical policy results. The aim of the SCP team is to provide and promote analytically-based policy recommendations, guidance and tools through multi-disciplinary policy research, as well as contribute to partnerships, networks and capacity building, for Sustainable Consumption and Production, transition management, sustainable lifestyle and circular economy and society.

The SCP approach is based on life-cycle thinking. IGES explores how actors, institutions and policies interact and influence resource use to achieve well-being within society with minimal impact on the environment. Research and project activities in the SCP Area currently cover three main issues: sustainable consumption and lifestyles, sustainable resource management, and waste management and recycling.

The SCP Area is seeking a highly motivated researcher to join its Sustainable Lifestyles Component, with the responsibilities of leading its current projects as well as formulating proposals for new and innovative research in the fields of sustainable consumption and production. The SCP Area at IGES is now running several international projects related to research as well as programme design and implementation on sustainable consumption and production (SCP), sustainable resource management, sustainable lifestyles, circular economy and plastic pollution, and waste management and recycling focusing on policy challenges both at the global level as well as in developing countries in Asia.
Current projects on Sustainable Lifestyles

- IGES is involved in several policy processes including 10YFP, implementation of SCP Roadmap in Asia in collaboration with Asia Pacific Roundtable on SCP (APRSCP) as well as those related to SDG 12 (Sustainable Consumption and Production). Under the 10 Years Framework Programme of Sustainable Consumption and Production, IGES serves as a coordination desk for the Sustainable Lifestyles and Education (SLE) Programme. IGES is involved both in leading and coordinating the SLE programme, associated research and surveys, as well as coordination and monitoring for on-site pilot projects related to SLE.
- The sustainable lifestyles component carries out research and analysis on 1) envisioning lifestyles under the 1.5 degree target, 2) co-design of green school programme across the world, and 3) conducting research and surveys on plastic consumption and new business models for the circular economy in developing Asia.
- Under the 5-year research project (2016-2020) “Policy Design and Evaluation to Ensure Sustainable Consumption and Production Patterns in Asian Region” (S-16), IGES is in charge of policy design based on sufficiency approach and outreach at international levels.

Duties and responsibilities

We are looking for a highly motivated individual to:

- Lead in the design, management and implementation of relevant initiatives on sustainable consumption and lifestyles;
- Support national governments, and other stakeholders, with regards to development and implementation of policies on sustainable consumption and lifestyles;
- Monitor, network and outreach to international policies, international community and the policymaking process in relation to SDG12.
- Produce high quality policy-relevant research output and reports on sustainable consumption and production;
- Lead in implementing current projects of the Sustainable Lifestyles component;
- Contribute to developing proposals to secure research funding.

Required qualifications and skills

- At least a Master’s Degree or equivalent in the social sciences or natural sciences.
- At least 10 years professional relevant working experience.
- Ability to effectively manage multiple tasks involving co-researchers inside and outside of the institute, and be able to meet strict deadlines;
Strong experience in multidisciplinary applied policy research as well as an interest in combining research and active involvement in policymaking processes;

Excellent level of written and spoken English, ability to make oral presentations and write publishable reports;

A record of involvement in publications on relevant topics;

Ability to engage with a broad range of stakeholders – governments, international organisations, NGOs, academia and industry – across countries;

Proven ability to take initiative, and to set targets and achieve them;

Proven ability to work independently as well as taking a leadership role in a multi-cultural team;

Professional working experience in developing Asia-Pacific countries is an advantage;

Understanding of and engagement in EU-related funding is advantage;

Understanding of business-level Japanese is an advantage.

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 (commuting allowance, housing (rent) allowance, retirement allowance, etc.) are provided.
   • Transportation expenses for appointment relocation will be covered by IGES in accordance with internal rules.
2. Employment Period
   • Employment period for staff without tenure status is two years in principle, up to
     the end of the 7th Phase period\(^1\) (end of June 2021). Renewable for the 8th Phase
     period (July 2021 - June 2026) and beyond, based on performance.
   • Starting date is negotiable.
   • A probationary period of six months is applicable to all staff members.
   • Retirement age/Age limit of fixed-term contract is 60 years old

3. Place of Work
   IGES Headquarters
   2108-11 Kamiyamaguchi, Hayama,
   Kanagawa, 240-0115 Japan

4. Other Conditions
   • Type of employment: Full-time
   • Hours of work: Discretionary Work System (see Annex 1).
   • 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 of conducting missions and business trips (domestic and international travel). Frequent travel is expected depending on the responsibilities. Frequent travel is expected for most professional staff members in the research and operation units.
   • Position transfer: All full-time professional staff members may be transferred or assigned to a different position during the 7th Phase as necessity arises.

5. How to apply
   Please fill out the IGES Application Form in English and submit it to the HR Section <recruit-iges7phase@iges.or.jp> together with the requisite documents as set out below.
   IGES will ONLY accept applications using the IGES Application Form. Please do NOT apply through any automatic job application systems.

\(^1\)IGES conducts research activities along the Integrated Strategic Research Programme which is developed by each phase of four years, and currently we are in the 7th Phase period.
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
   ◆ Two examples of your research publications.
   ◆ Self-introduction (one page)

2. References
   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-iges7phase@iges.or.jp by the submission deadline specified below.

3. Application Submission Deadline: Remain open until filled
   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.
   *This position will be open until filled

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 Management (HR) Section at IGES Head Office
   E-mail enquiries only: recruit-iges7phase@iges.or.jp
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 applies to 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.

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.