UNEP FINANCE INITIATIVE JAPANESE LIAISON CONSULTANT

Unit: UNEP Finance Initiative (DTIE/ETB)
Location: Japan
Duration: 11 months (renewable)
Contract Type: Part time Consultancy Contract (50%)

About Us
UNEP, established in 1972, is the voice for the environment within the United Nations system. UNEP acts as a catalyst, advocate, educator and facilitator to promote the wise use and sustainable development of the global environment.

The United Nations Environment Programme Finance Initiative (UNEP FI) is a unique global partnership between UNEP and the global financial sector. UNEP works with over 200 banks, insurers and investment firms to understand the impacts of environmental, social and governance issues on the financial services sector and how to promote the sector’s active participation in achieving sustainable development.

The Japanese Working Group of UNEP FI gathers all UNEP FI Members (i.e. financial institutions that are Signatories to the UNEP Statement of Commitment) who’s headquarters are based in Japan. The working group aims to address a series of gaps that act as barriers to the mainstreaming of ‘sustainable finance’ in Japan.

Core Responsibilities
In line with the work programme delivered during the UNEP FI Annual General Meetings and approved by UNEP, the consultant will carry out the following core responsibilities integral to the work of UNEP FI with its signatories and partners in the country under the direct supervision of the Asia Pacific coordinator, and the overall direction of the Head and Deputy Head of UNEP FI.

Tasks and responsibilities include:

• Planning: liaising with the UNEP FI Secretariat to ensure he/she is updated on UNEP FI’s strategy work plans and activities and support the Asia Pacific coordinator in developing and regularly updating an agreed work plan in Japan including assisting in identifying opportunities and challenges in Japan;

• Coordination: engaging with UNEP FI’s membership in the country and stimulating involvement of members in defining and delivering UNEP FI projects (consultations, surveys, training, research etc.).Identifying and delivering complementary activities specifically for the region if/as necessary through close collaboration with Industry Commission Coordinators and Thematic advisory groups. Specifically, attract Japanese members & stakeholders to provide inputs to projects, communicate progress and disseminate outputs;

• Communication: supporting UNEP FI’s communication activities in Japan which aims to disseminate information about the Initiative’s projects and activities and promote membership dialogue, stimulating exchange and learning between current members. Prepare regular website updates, newsletters and con-calls and coordination of annual in-person meetings and stimulate participation of UNEP FI’s regional and global events such as the
Annual General Meeting and Global Roundtables. Support the dissemination activities of outputs;

- **Signatory Relations and Outreach**: supporting UNEP FI’s signatory relations activities in Japan including engagement of existing members including follow up of invoices and recruiting financial institutions to expand the reach of the initiative in key markets in Japan;

- **Workshops and Events**: coordinating UNEP FI events and meetings in Japan and contributing to awareness raising events around Sustainable Finance in the region;

- **Stakeholder Engagement**: assisting in building and maintaining strategic partnerships with key stakeholders, such as policymakers and regulators, but also other international/multilateral organisations, non-governmental organisations, industry initiatives and associations, and academia to advance the dialogue around Sustainable Finance (e.g. Ministries of Environment and Foreign Affairs, Financial Services Agency, Principles for Financial Action, PRI, Global Compact Japan Network, etc.). Ensure UNEP FI’s presence and involvement in key national events and conferences.

**Skills & knowledge**
Proven knowledge in the fields of sustainable finance and the environment; knowledge/experience of the regional context; ability to cope with and manage multiple projects and activities in an organised and timely manner; proven conceptual, analytical and evaluative skills; excellent communication (spoken and written) skills, including the ability to draft and edit a variety of materials (communication materials, agendas, studies etc.); ability to work independently.

**Experience**
At least 4 years of experience, especially in international organisations, the financial services sector, private sector or NGOs examining the intersection between sustainability and finance.

**Academic background**
Postgraduate degree in economics, finance, environmental studies, international relations, business administration or related fields.

**Languages**
English is the working language of UNEP FI and for this post, excellent oral and written English and Japanese are essential.

**Application Process**
If you are interested in applying for this position please send your CV and a Cover Letter in English to recruitment@unepfi.org with the words “JAPANESE LIAISON CONSULTANT” in the subject line by 31 December 2014. Please ensure that you attach your Cover Letter as a separate document, rather than in the E-mail text.