



Terms of Reference Position #8300

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| Position Title: | Academic Coordinator |
| Contract Type: | Full-time |
| Department Name: | Office of the Vice Rector |
| Position Supervisor: | Vice Rector |
| Location of Position: | UPEACE Headquarters (San Jose, Costa Rica), with mission to Japan & worldwide |
| Length of Appointment: | May 2026 – August 2027 (with possibility of extension) |

1. Purpose and Background

The Academic Coordinator serves as the operational and intellectual anchor for the newly inaugurated **Doctoral Programme in Peace and Conflict Studies** supported by The Nippon Foundation (TNF). Tasked with launching the first cohort of ten global scholars, the coordinator ensures that this TNF-funded initiative becomes a premier incubator for Asian and international peace leadership.

The Programme responds to the evolving intellectual, policy, and leadership needs of Asia and the wider international community while strengthening the network of institutions based in Japan. The Programme targets to recruit ten (10) candidates for the first cohort, providing scholarship (tuition, stipend, travel allowance, etc.) Each doctoral cycle will span three years, leading to the award of the Doctor of Philosophy (Ph.D.) in Peace and Conflict Studies, granted by UPEACE under its academic statutes.

The Academic Coordinator serves as the central management pillar for the programme but also guides the students with academic knowledge. The success of this programme is measured not just by the graduation of ten scholars, but by the strengthening of a peace-focused network across Asia and beyond. The Academic Coordinator is the primary agent in realizing this vision, transforming The Nippon Foundation's investment into a legacy of leadership that addresses the world's most pressing conflicts.

2. Duties and Responsibilities

Programme Planning and Implementation

- Refine the Programme Design, including the contents of academic activities, implementation schedule, and Logical Framework.
- Work with faculty to ensure required seminars and courses are offered in line with the implementation schedule.

- Plan and carry out the orientation sequence for incoming scholars to integrate them into the research culture.
- Monitor and evaluate the output deliveries.
- Gather qualitative and quantitative data for internal programme reviews and external accreditation bodies.
- Prepare the narrative report and submit it to the donor.
- Teach general courses on Peace and Conflict Studies and research.

Admissions and Recruitment

- Serve as the primary point of contact for prospective PhD applicants, managing inquiries via online communications and information sessions.
- Arrange the interviews by scheduling the appointments with PhD applicants and selection committees.
- Oversee the technical side of the admissions portal, ensuring selection committees have access to all applicant dossiers.
- Support the Programme Coordinator to conduct promotion activities and participate as a focal point to introduce the programme.

Financial Management

- Administer the distribution of PhD funding packages with technical contributions by the Financial Department.
- Oversee necessary payments for the costs related to the HR expenses and academic activities while supervising the Administration Supporting Officer.
- Recruit consultants/professors and process contracts with HR.
- Monitor the funding budget and make adjustments as necessary.
- Review the Financial Report and submit it to the donor.

Student Support and Communications

- Act as the first point of contact for PhD Candidates and provide necessary support and/or services in cooperation with other Departments and Offices.
- Produce the PhD Program Handbook, ensuring all digital and print materials reflect current academic policies.
- Facilitate community-building initiatives, such as research symposiums, brown-bag sessions, and professional workshops.
- Periodical follow-up with the PhD candidates to track their working progress.

Partner Relations

- Manage relationships with corporate partners - universities, institutions, and local organizations - who provide PhD candidates with support for their research.
- Maintain constant communication with the donor to strengthen the trust and inform the progress of the programme.

3. Reporting Structure

- The Academic Coordinator will report directly to the Vice Rector.
- The Academic Coordinator will oversee the Academic Support Officer and collaborate with the Programme Coordinator.

- The Academic Coordinator will work closely with the Registrar, Admissions Officer, Staff from the Financial Department, and the Office of the Vice Rector.

4. Remuneration

The final salary offer will be based on qualifications and experience. The salary range for a year as the Academic Coordinator is **\$2,800.00 to \$3,000.00 USD per month**.

5. Core Values and Competencies

Core Values

- **Integrity** - Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.
- **Professionalism** - Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.
- **Respect for Diversity** - Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examine own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

Competencies

- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates an appropriate amount of time and resources for completing work; foresees risks and allows contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from

others; places team agenda before personal agenda; supports and acts in accordance with a final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

6. Qualifications

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| Education | Ph.D. in peacebuilding, international relations, development, or a related social science field. |
| Experience and Skills | <ul style="list-style-type: none"> • Minimum 5 years of experience managing international academic programmes. • Minimum 5 years of experience leading projects from planning through evaluation. • Minimum 5 years of experience teaching and/or supervising students in higher education settings. • Publications in the field of Peace and Conflict Studies, international relations or related areas. • Ability to engage in high quality research. • Ability to coordinate tasks with various office units. • Ability to build positive relationships with programme stakeholders through active communication. |
| Knowledge | <ul style="list-style-type: none"> • Theoretical foundation and proven practice in the field of Peace and Conflict Studies • Strong understanding of higher education systems • Experience with programme and project implementation tools. • Excellent interpersonal and communication skills. • Ability to work effectively in multicultural and international environments. |
| Language | Fluency in English (oral and written) is required. |

Please submit your resume (maximum 5 pages) in the English language, along with a cover letter explaining your interest in the position, academic skills, and project management experience. Your application should be sent in electronic format to the following e-mail only, referring to position #8300: jobshr@upeace.org.

The period for the submission of application ends **May 25, 2026**. At the end of the application period, the selection board will review all applications and contact only those candidates who will continue to the next phase of the selection process. These short-listed applicants will be contacted before **June 1, 2026**.

The University for Peace is committed to promoting diversity and inclusiveness in terms of gender, ethnic and/or cultural identity, beliefs, disabilities, or age.