LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

DEVELOPER, UNU PUBLICATIONS REPOSITORY PROJECT
(Consultant Contract - CTC)

Organizational Unit : United Nations University – Office of Communications
Reference Number : 2013/UNU/HQ/OOC/CTC/DPRP/40
Applications to : By Post:
Dr Brendan Barrett
United Nations University – Office of Communications
5-53-70 Jingumae, Shibuya-ku
Tokyo 150-8925, JAPAN

By Email: recruit_developer.prp@unu.edu

Closing Date : Open until the position is filled

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its member states and peoples. It serves as an academic arm for the United Nations System, contributes to capacity building particularly in developing countries, and serves as a platform for new and creative ideas and dialogue. In addition to the UNU Centre (Headquarters) located in Tokyo, UNU has already established fifteen Research and Training Institutes and Programmes worldwide. For more information please visit http://unu.edu.

About the UNU Centre

UNU Centre – Tokyo (Japan) serves as the programming, planning and administrative headquarters unit of the University. It comprises the Office of the Rector as well as administrative and academic services units that support the work of the global UN University system.

• The Office of the Rector (including two Vice-Rectorates) supports the Rector in his capacity as the chief academic and administrative officer of the UN University, and assists in executive management and coordination of the University system. The Office of the Rector provides an overall supporting role for governance and policy development within the global UN University system, and covers the legal affairs of the University;
• The Administration and Finance Services unit provides overall support for the University’s activities;
• The Campus Computing Centre manages the University’s information and communication technology resources and network infrastructure;
• The Library, Archives and Registry unit manages library services, information resources and archives, and the registry;
• The Office of Communications coordinates media and public relations; provides a comprehensive range of internal communications (design, production, editorial and web development/management) and audio-visual creative services;
• The Office of Academic Affairs provides oversight and support for postgraduate teaching activities in the UNU system;
• UNU Press acts as the University’s scholarly book publishing arm.

**Responsibilities:**

The United Nations University Office of the Rector, the Library, and Office of Communications are developing an online digital repository for UNU publication output. A platform and application (Fedora Commons, Fez) have been selected and are in the process of being deployed. The project team is currently investigating ways to improve the user experience for administrative users, improving the workflows and streamlining the user interface.

The successful applicant will be tasked with assisting the project team in the development and implementation of the publications repository, focusing on the improvement of the administrative user interface. Primary tasks will be:

• Working with the project team to develop improved form workflows;
• Implementing the new workflows;
• Updating/adjusting existing administrative form layouts and workflows;
• Updating existing PHP controllers and Smarty templates to modify the workflows;
• Updating/adjusting existing CSS to be more in line with the unu.edu style;
• Developing additional styles where necessary;
• Data import and maintenance;
• System testing and troubleshooting;
• Other duties requested by the project team.

**Required Qualifications and Experience:**

• A Bachelor’s degree in a related field or three (3) years commensurate experience;
• Proficiency in PHP/CSS/JS;
• Excellent time management skills and the ability to work within tight deadlines;
• Results-oriented and a demonstrated ability to deliver on projects;
• Excellent communication skills with fluency in both oral and written English. Knowledge of another UN official language is an asset;
• A good team player with strong interpersonal skills, demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

**Beneficial Experience:**

• Experience or familiarity with the frameworks/toolkits used in the project (Zurb Foundation, Jquery, Dojo, Smarty);
• Familiarity with XML and XML document types;
• Experience in user interface design;
• Knowledge of digital repository management systems (Fedora Commons, dSpace).
Remuneration:

Remuneration will commensurate with qualifications and experience, and will start at a daily rate of JPY 15,000. There are no fringe benefits.

Duration of Contract:

This is Consultant Contract (CTC) with the UNU Centre for a period of three (3) months. The successful candidate must be able to commit to at least three (3) working days per week.

This is a locally recruited post; no relocation expenses or allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations. UNU does not sponsor a working visa for this position.

Applications from suitably qualified women candidates are particularly encouraged.

Starting Date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by email (to recruit_developer.prp@unu.edu), and must include the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at http://unu.edu/about/hr. Please avoid using similar forms provided by other United Nations organizations;
- Full contact information of three (3) referees; and
- An indication of the reference number of the vacancy announcement (2013/UNU/HQ/OOC/CTC/DPRP/40).

Applicants who pass the first screening stage will be contacted for an interview to be held at the UNU Headquarters building.