WEB CONTENT COMMUNICATIONS OFFICER  
(Personnel Service Agreement)

Organizational Unit : United Nations University – Computing and Society (UNU-CS)

Reference Number : 2015/UNU/CS/PSA/WCCO/72

Applications to : wcitss_cs@unu.edu

Closing Date : Open until position is filled

United Nations University Objectives:
The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information, please visit http://unu.edu.

United Nations University Computing and Society (UNU-CS)
The United Nations University Institute on Computing and Society (UNU-CS) is a new research institute at the intersections of information and communication technologies and international development. Located in Macau SAR, China, UNU-CS focuses on the key challenges faced by developing societies through high-impact innovations in computing and communication technologies.

UNU-CS will
- Lead in investigating and inventing human centered information and communication technologies addressing some of the priorities central to the United Nations and the world such as: sustainability, development, governance and peace and security.
- Impact policymakers, within the UN system and beyond, through actionable knowledge and thought-leadership.
- Nurture the next generation of inter-disciplinary computer scientists, social scientists and designers in developing countries.
- Embrace the enormous dynamism of the city of Macau and Pearl River Delta region while still working globally.

For more information please visit http://cs.unu.edu.
Responsibilities:

Under the guidance and direct supervision of the Director of UNU-CS, or the administrative manager, the successful incumbent should perform the following tasks:

- Assist in the maintenance and operations of the Institute’s web and social media presence;
- Provide basic website frontend support and change management via popular CMS;
- Manage UNU-CS website and social media platform content updates in collaboration with UNU-CS academic staff;
- Help with creation of both online and offline materials highlighting activities of the Institute;
- Coordinate communications strategies and outreach programs;
- Assist in coordination of UNU-CS communications activities;
- Supervise contractors with work related to communications such as designers, photographers, producers or print offices;
- Perform any other duties that may be assigned by the Institute

Required Qualifications and Competencies:

- Bachelor’s degree or equivalent in Computer Science, Information Sciences, Information Management, Communications, or a related field;
- At least 4 years of relevant working experience in website content management, systems administration, communications, social media, or related area;
- Excellent oral and written communication skills in English and Chinese languages;
- Flexibility and ability to work under pressure and complete tasks within given timeframes;
- A self-starter and good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Remuneration:

Remuneration will be commensurate with qualification and experience of the successful candidate.

Duration of contract:

This is a full time position on a one (1) year Personnel Service Agreement (PSA) contract with UNU with the possibility for renewal subject to requirements and satisfactory work performance, with the combined duration of appointments not exceeding six (6) years.

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. Applications from suitably qualified female candidates are particularly encouraged.

Starting date: As soon as possible.

Application Procedure:

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

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a curriculum vitae and a completed and signed UNU Personal History (P.11) form downloadable from the UNU website. Please avoid using similar forms provided by other United Nations organizations;
- An indication of the reference number of the vacancy announcement (2015/UNU/CS/PSA/WCCO/72)

Only short-listed candidates will be contacted.