LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

Assistant Editor
(Personnel Service Agreement - PSA)

Organisational Unit: United Nations University – Office of Communications

Reference Number: 2016/UNU/HQ/OC/PSA/ED/51

Applications to: By Email: assisteditor@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 training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. It serves as a think tank 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 Headquarters located in Tokyo, UNU has already established fifteen institutes and programmes worldwide. For more information please visit http://unu.edu.

Office of Communications

The UNU Office of Communications (OC) at UNU Centre in Tokyo implements and oversees the University’s communications strategy, including web, visual identity, branding, media relations, and content development/delivery in English and Japanese. The OC works in close collaboration with communications focal points across the University’s global network of institutes and programmes to best articulate and meet UNU communications goals.

Specifically, the OC:

- develops and maintains the University’s core web platform, with input from institutes and other stakeholders
- leads development of UNU’s brand/identity and provides guidance on its implementation and elaboration
- establishes the editorial tone and style for core communications outputs (such as the University website, Our World web magazine, annual report, and promotional and PR materials), and provides editorial guidance and support
• coordinates local and international media activities with press and media outlets, often in collaboration with focal points and partners
• employs social media channels to further the reach of UNU’s output

Responsibilities

The Assistant Editor will work as a member of the UNU Office of Communications team to provide general editorial support for the UNU websites and for other UNU print and digital products.

The Assistant Editor will assist other OC editorial/web team members in the following tasks:
• update, edit, and schedule content for the UNU Centre website (http://unu.edu) and Our World magazine (http://ourworld.unu.edu);
• regularly monitor other UNU system websites, and solicit or draft short news items that highlight the University’s activities and achievements worldwide (see http://unu.edu/news);
• review UNU research publications to identify topics that could be developed into website articles (see http://unu.edu/publications/articles), and solicit submissions from the relevant UNU researchers;
• evaluate and edit/proofread submitted articles (this might include, for example, helping the author of an 8,000-word, jargon-filled academic manuscript to transform it into a 1,200 word, “plain English” article, or advising the author of a “weak” submission on how to refine reference, and supplement the content);
• draft, edit, and proofread various materials, and research/write original articles by aggregating and shaping research output from multiple UNU sources into a coherent narrative;
• prepare and maintain documentation (including style guides) for the UNU website;
• utilise social media channels to further the reach of UNU’s output;
• support other OC work (including marketing, dissemination, content syndication, event organisation, and fundraising activities) and perform other OC-related duties as required.

Required Qualifications and Experience:

• A bachelor’s degree in related fields of study with at least two (2) years of professional writing/editing experience;
• Possess outstanding English writing skills, and have experience in editing science-based topics;
• Have an aptitude for collaborating with writers from diverse backgrounds, and working effectively as part of an editorial team;
• Have exceptional skills with content management and social media tools; proficiency in using WordPress would be an asset
• Have experience in using and/or a good understanding of social media platforms (especially Twitter and Facebook) and communications methods
• Have a proven ability (supported by high-quality, published samples) to write for public/academic audiences
• Be creative, organised, detail-oriented, self-motivated and capable of producing high-quality work on a short deadline

Remuneration:

Remuneration will commensurate with qualifications and experience of the successful candidate.

Duration of Contract:

This is a full time employment on six (6) months Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to satisfactory work performance, and the combined duration of appointments shall not exceed six (6) years.
This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a local contract and will not hold international civil service status nor be a “staff member” as defined in the UN Staff Rules and Regulations. UNU does not sponsor a working visa for this position.

**Starting Date:** As soon as possible.

**Application Procedure:**
Interested applicants should submit their applications, preferably by email (to assisteditor@unu.edu) and must include the following:

- a cover letter setting out how qualifications and experience match the requirements of the position, and what specific contribution you can make to the organisation;
- any other materials such as writing samples, website links, etc that you wish the selection committee to consider;
- a curriculum vitae (resume) as well as a completed and signed **UNU Personal History (P.11) form** downloadable from [UNU website](http://unu.edu). Please avoid using similar forms provided by other United Nations organisations;
- an indication of the reference number of the vacancy announcement (2016/UNU/HQ/OC/PSA/ED/51)

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8)