New York, NY, USA

Vacancy Announcement

Consultancy – Data entry

Organizational Unit: United Nations University – Centre for Policy Research
Reference Number: 2020/UNU/CPR/CTC/DE/04
Applications to: web_entry@unu.edu
Closing date: 17 February 2020

About UN University
For the past four decades, United Nations University (UNU) has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development and welfare. With more than 400 researchers in 13 countries, UNU’s work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.

About United Nation University Centre for Policy Research (UNU-CPR)

United Nation University Centre for Policy Research in New York is an independent think tank within the United Nations system. We combine research excellence with deep knowledge of the multilateral system to generate innovative solutions to current and future global public policy challenges. For more information on UNU-CPR and its work, please visit http://cpr.unu.edu.

For the last four years, UN University has worked on a variety of policy issues around the fight against modern slavery, notably data with the creation of Delta 8.7, the Alliance 8.7 Knowledge Platform; international law and international criminal justice; and the financial sector with the creation of the Liechtenstein Initiative for a Financial Sector Commission on Modern Slavery and Human Trafficking. UN University’s thought leadership in this field has led it to become a centre of excellence for policy-relevant research questions related to anti-slavery and anti-trafficking efforts.
**Responsibilities**

The consultant will work with the Modern Slavery Programme Team to edit and enter content related to the measurement of modern slavery into its delta87.org knowledge platform. Working arrangements are flexible and would accommodate graduate students or a candidate due to finish their degree in May 2020, with the expectation of part time availability through May 2020 and full-time or close to full-time availability in June 2020.

The Consultant will work on a WordPress website. Specific duties include:

1) Editing and formatting of content.
2) Entry of content into WordPress site.

**Required qualifications and experience**

- Knowledge of and familiarity with WordPress;
- Workplace or academic exposure to issues related to modern slavery, or to data science desirable;
- Good English-language oral and written communication skills; knowledge of other official UN languages is a plus;
- Ability to establish priorities, multi-task and work within proscribed timelines;
- Ability to work independently and report work activities in a timely and proactive manner; and
- Solid interpersonal and problem-solving skills demonstrated by the ability to work in a multi-cultural environment with sensitivity and respect for diversity and gender parity.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organization.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

**Remuneration**

Remuneration will be commensurate with the qualifications and experience of the successful candidate, up to $20/hr.

**Duration of contract**

This contract shall commence from the date of appointment and expire no later than 30 June 2020.

This is a locally recruited consultancy, and only those who are eligible to work in the US are eligible to apply.

**Starting date**

March 2020
Application Procedure
Interested applicants should submit their applications by e-mail to web_entry@unu.edu by 17 February 2020.

Applications must include the following:
1. A completed and signed UNU Personal History (P.11) downloadable from the UNU website at http://unu.edu/about/hr. Please avoid using similar forms provided by other United Nations organizations;
2. A cover letter setting out how the qualifications and experience match the requirements of the position and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2020/UNU/CPR/CTC/DE/04;
3. A curriculum vitae;
4. Full contact information of three (3) referees.