



UNITED NATIONS
UNIVERSITY

MACAU SPECIAL ADMINISTRATIVE REGION OF CHINA VACANCY ANNOUNCEMENT

Offsite Trainee - Communications (Consultant Contract)

Organizational Unit : United Nations University – Institute in Macau
Reference Number : 2020/UNU/MACAU/CTC/OT/40
Applications to : ***By Email:*** apply_macau@unu.edu
Closing Date : 31 May 2020

United Nations University:

The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge to further 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—as well as a platform for new and creative ideas and dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has established fifteen institutes and programmes worldwide. For more information please visit <http://unu.edu>.

Our mission:

United Nations University - Institute in Macau is a research institute at the intersections of information and communication technology (ICT) and international development. The Institute conducts policy-relevant research projects, focusing on key issues faced by societies as expressed in the UN 2030 Agenda for Sustainable Development through high-impact innovations and technologies. Through its research, the Institute encourages data-based and evidence-driven actions and policy towards achieving the Sustainable Development Goals.

One of the Institute's mission is to nurture the next generation of interdisciplinary computing, information and social scientists, and engineers to be thought leaders in the field of ICT for development. To this end, the institute seeks to build a team of experts to help deliver the institute's mission and work plan.

The Institute is situated in Macau Special Administrative Region (S.A.R), China and it is the only UN entity in the city. Macau is one of the most dynamic regions in Asia, where technological innovations has become an integral part in driving social and economic development. A large ecosystem of private sector companies and technological start-ups are just a short distance away. Macau's close proximity to China,

Hong Kong S.A.R and other Asian countries such as Japan, Korea, Vietnam and other Southeast Asian countries, provides an exciting opportunity for researchers and experts to maximize impact of their work. More info can be found at <https://macau.unu.edu>

Responsibilities:

Under the supervision of the Communications Manager, the Offsite Trainee will assist with the implementation of the Institute's communications strategy, particularly on digital content development, website and database management and virtual event organization.

In more detail the Offsite Trainee will:

- Assist in drafting digital communication materials, including news stories, social media posts, and other communication products.
- Assist in developing visual communication products such as infographics, flyers, policy briefs, reports etc.
- Support the management of contact databases and publications archive.
- Support the planning, preparation and implementation of the Institute's virtual events, including logistics and administrative arrangement.
- Assist with day-to-day coordination of meetings and communications activities (general liaison, minute-taking, preparation of presentation/materials and setting up meetings).
- Support the translation of communication content into Chinese as needed (if proficient in Chinese).
- Engage with UNU Macau under a work-from-remote modality throughout the contract period
- Perform other tasks assigned by the Institute's management and the supervisor.

Required qualifications and experience:

- Currently pursuing or has recently completed postgraduate studies (master's degree or equivalent) or is in the final year of the bachelor's degree in communications, journalism, social science, development studies, and related fields, with experience in communications and public relations.
- Demonstrated communications experience in website/digital content development and graphic design.
- Excellent writing, presentation, and communication skills in English.
- Proficiency in MS Office (Word, Excel, PowerPoint); Adobe Creative Cloud programs (Illustrator, InDesign, Premiere Pro).
- Proficiency in English is required. Knowledge of Chinese language is an advantage.

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:

A small stipend of USD\$550 per month will be provided to the selected candidate.

UN income is not subject to taxes in Macau. The contractor will be responsible for paying local taxes and other fiscal obligations.

The Institute accepts no responsibility for the medical and life insurance or costs arising from accidents and illness incurred during the contract period.

Duration of contract:

The Offsite Trainee is required to work based on monthly deliverables for a minimum of three (3) months to up to six (6) months.

The purpose of this training programme is not to lead to further employment with the Institute but to complement a candidate's studies. Therefore, there should be no expectation of employment at the end of the programme.

The successful candidate will be employed under consultant contract (CTC) and will not hold international civil servant status, nor is he/she a "staff member" as defined in the United Nations Staff Rules and Regulations. UNU Macau does not sponsor working visa for this position.

Starting date:

It is expected that the appointee will take up the position as soon as possible — ideally in mid-June / July 2020.

Application Procedure:

Interested applicants should submit their applications by email to apply_macau@unu.edu by 31 May 2020, and must include the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A curriculum vitae;
- 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);
- A subject line "Application for Offsite Trainee - Communications (2020/UNU/MACAU/CTC/OT/40)"
- A writing sample in English to demonstrate your writing skills.

Please note that incomplete submissions and applications received after the closing date will not be considered. Only short-listed candidates will be offered the opportunity to interview for this position.