



UNITED NATIONS  
UNIVERSITY

## MACAU SPECIAL ADMINISTRATIVE REGION OF CHINA VACANCY ANNOUNCEMENT

### Offsite Consultant - Strategic Plan (Consultant Contract)

- Organizational Unit** : United Nations University Institute in Macau
- Reference Number** : 2020/UNU/MACAU/CTC/OC/41
- Applications to** : ***By Email:*** [apply\\_macau@unu.edu](mailto:apply_macau@unu.edu)
- Closing Date** : May 31, 2020

#### United Nations University

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—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>.

#### Institute's 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 and generates solutions, addressing key issues expressed in the UN 2030 Agenda for Sustainable Development through high-impact innovations and frontier technologies. Through its research, UNU Institute in Macau encourages data-driven and evidence-based actions and policies to achieve 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.

UNU Institute in Macau is situated in the 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 have 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 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.

**Responsibilities:**

The UNU in Macau plans to develop its Strategic Plan (SP) for 2021-2025, to fulfil the commitment made to the UN auditors. The SP will be developed based on consultations with key stakeholders, such as local and international donors, governments of the host country and region, local and international academic partners, UN system clients, UNU headquarters, other UNU institutes, Institute alumni, Institute's advisory board, and Institute staff. After the interviews/surveys, the data will be analysed, and drafted into a draft SP. The Institute Advisory Board and other key stakeholders will revise it, and the Institute will finalize it.

The selected candidate is expected to perform the following duties:

- Conduct background research related to the SP;
- Conduct surveys or interviews with stakeholders;
- Analyse data for potential main themes;
- Draft reports and SP based on the research findings; self-proofread and edit;
- Implement revisions proposed by the advisory board and other key stakeholders;
- Take notes at the final workshop and other related workshops, and incorporate the outcomes and revisions into the draft SP;
- Finalize SP document.

**Required qualifications and experience:**

- **Education:** Master's degree in social science, business administration or related fields is required.
- **Working Experience:** At least 3 years of full-time working experience in international organizations, or technology industries/research field is required. Knowledge of the UN is an asset. Previous experience in developing strategic plans is desired.
- **Languages:** English is the working language of the UNU in Macau. Excellent command of English is required. Excellent English writing skills are required. Fluency in Chinese is an asset, but not required.
- **Technician knowledge / skills:** In addition to the excellent writing skills, interview skills are required. Qualitative data analysis skills are required (organize interview data and identify main points and themes emerged.)
- **Computer Skills:** Proficiency in MS Office is required. Data visualization skills are an asset.
- It is required that the candidate is currently located in a similar time zone as in Macau (+2 hours)

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 qualifications and experience.

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

This is a locally recruited post; no relocation allowances apply. The successful candidate will be employed as an individual contractor 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.

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:**

This is part-time employment with approximately 20 hours per week. The work can be done remotely. The period of initial contract will be for 5 months, with the possibility of extension depending on the project.

**Starting date:** Expected to start 15 June 2020

**Application Procedure:**

Interested applicants should submit their applications by email to [apply\\_cs@unu.edu](mailto:apply_cs@unu.edu) by May 31,2020, 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 Consultant – Strategic Plan (Ref No: 2020/UNU/MACAU/CTC/OC/41)”

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