Communications Officer
(Personnel Service Agreement / Consultant Contract)

Organizational Unit : United Nations University Institute on Computing and Society (UNU-CS)
Reference Number : 2017/UNU/CS/PSACTC/CO/41
Applications to : apply_cs@unu.edu
Closing Date : 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’s Mission Includes:

● Leading in investigating and inventing human centered information and communication technologies that help addressing some of the global issues in the areas of sustainability, development, governance, peace and security, human rights, and human dignity.
● Impacting policymakers, within the UN system and beyond, through actionable knowledge and thought-leadership.
● Nurturing the next generation of interdisciplinary computer scientists, social scientists and designers in developing countries.
● Embracing the dynamism of the city of Macau and Pearl River Delta region while working globally.

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

Reporting to the Director of UNU-CS, the main duties and responsibilities of the Communications Officer include the following:

- Produce, publish and maintain content for the UNU-CS website
- Produce content and manage UNU-CS social media channels
- Write, review, edit, proofread and format content for academic and general audiences
- Design communications strategies and outreach programs; manage and coordinate UNU-CS’ communications activities;
- Act as UNU-CS’ Communications focal point within the UNU;
- Supervise contractors with work related to communications such as designers, developers, photographers, producers or print offices;
- Manage UNU-CS website frontend using WordPress; provide basic website technical support ;
- Help with creation of both online and offline materials highlighting activities of the Institute;
- Perform any other duties that may be assigned by the Director.

Required Qualifications and Competencies

- A degree in a Public Relations, Communications, Journalism, or a related field.
- At least 3 years of experience in relevant area required and a proven track record dealing with social media and website management.
- Computer literate with significant knowledge of website content management, social media platforms, and other relevant applications.
- Excellent communication skills, with proficiency in both oral and written English. Knowledge of other UN languages, especially written Chinese, will be an asset.
- Flexibility and ability to work under pressure and complete tasks within given timeframes.
- Willing to engage proactively, creatively and imaginatively with the work of the Institute.
- 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 qualifications and experience.

UN income is not subject to taxes in Macau.

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 performance and funding availability. The combined duration of appointments shall not exceed six (6) years.

A non-resident position outside the duty station, or service under flexible hours, will also be considered on a twelve (12) month Consultant Contract (CTC) with the possibility for renewal. The combined duration of appointments shall not exceed twenty-four (24) months in a 36-month period.

Communications Officer is a contract position falling outside of the United Nations Common System. The successful candidate will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations.
Starting Date: As soon as possible.

Application Procedure
Interested parties should submit their applications by email to apply_cs@unu.edu, and must include the following:

- A cover letter setting out how your qualifications and experience match the requirements of the position.
- Curriculum vitae which enlists your relevant experience and competencies.
- 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 2017/UNU/CS/PSACTC/CO/41.

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).