LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

Web Developer
(Personnel Service Agreement - PSA)

Organisational Unit: United Nations University – Office of Communications

Reference Number: 2017/UNU/HQ/OC/PSA/WD/68

Applications to: mcbride@unu.edu

Closing Date: Wednesday, 23 August 2017 at 17:00 JST

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 (UN), its Peoples and Member States. It serves as a think tank for the UN 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 in Tokyo, UNU has more than fifteen institutes and programmes worldwide.

Office of Communications

The Office of Communications (OC) at UNU Centre in Tokyo implements and oversees UNU’s communications strategy, including web, visual identity, branding, media relations, and content development/delivery in English and Japanese. The OC works in 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 UNU’s core web platform, with input from institutes and stakeholders
- leads development of UNU’s brand/identity and guides its implementation and elaboration
- establishes the editorial tone and style for core communications outputs (such as the UNU 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

Working under the supervision of the Head of Communications, and in close cooperation with other Office of Communications personnel, the web developer will:

- develop and code UNU's current WordPress-based website infrastructure, which encompassesunu.edu (and multiple other sites based on the same platform) and ourworld.unu.edu.
- provide guidance on and support for the development of the next iteration of UNU's website
- recommend and implement optimisations to improve website application scalability and maximise website performance
- perform routine website maintenance
- develop, implement, and support new website features using WordPress CMS, PHP, MySQL, JavaScript, HTML, and CSS
- work with external vendors and other UNU personnel regarding web development projects
- ensure that website code is sufficiently documented to allow other programmers to understand all functions, templates and elements
- assist with the integration of other systems (UNU Collections publications database, Pelikan project management system, experts database, etc.) into UNU websites
- convert raw mock-ups and layouts from a graphic designer into web pages (using various front-end technologies)
- identify emerging technologies or applications and advise on their potential application to UNU
- work closely with the UNU Information Technology team to ensure business continuity and security of UNU websites
- work closely with the UNU Digital Communications Specialist to realise communication/marketing aspirations through UNU’s online presence
- perform other duties as assigned

Required Qualifications and Experience

To qualify for the position, applicants must have:

- minimum three (3) years of experience in PHP website development
- excellent understanding of open source CMS platform WordPress, including: back-end technologies (PHP) and web servers (Nginx and Apache); front-end (HTML5, CSS, JS); versioning system (Git); and task runner (Gulp)
- knowledge of enterprise CMS platforms Sitecore, and Adobe Experience Manager
- clear evidence of experience in developing, easy-to-navigate, functional websites
- excellent English speaking and writing skills, and strong interpersonal skills
- ability to collaborate with others in team settings

Applications from qualified women candidates are particularly encouraged.

Remuneration:

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

Duration of Contract:

This is full-time employment on a twelve- (12-) month Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to satisfactory work performance. The combined duration of appointments shall not exceed six (6) years.
This is a locally recruited post; 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.

Starting Date: As soon as possible.

Application Procedure:
Interested applicants should submit their application materials by email to mcbride@unu.edu.

Applications must include:

1. a cover letter detailing how your qualifications and experience match the requirements of the position, and what specific contributions you can make to the organisation
2. a curriculum vitae (resume) – please include links (or separate files) to any recent work that demonstrates your skills
3. a completed and signed UNU Personal History (P.11) form downloadable from UNU website (please do not use similar forms provided by other UN agencies)
4. indication of the vacancy announcement reference number: 2017/UNU/HQ/OC/PSA/WD/68