LOCAL RECRUITMENT
Tokyo, Japan

VACANCY ANNOUNCEMENT

Communications Consultant
(Consultant - CTC)

Organisational Unit : United Nations University – Office of Communications
Reference Number : 2017/UNU/HQ/OC/CTC/DCS/104
Applications to : mcbride@unu.edu
Closing Date : Monday, 11 December 2017 at 08:00 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 the 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 communication focal points across the University’s global network of institutes and programmes to best articulate and meet UNU communication 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 science blog, 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 staff, the Communications consultant will:

- Curate and manage Japanese content on UNU’s online science blog Our World (ourworld.unu.edu/jp/). Facilitate the translation of articles from English to Japanese. Solicit original Japanese content/articles from UNU experts and edit/rewrite for publication.
- Manage Japanese content on UNU’s main website (jp.unu.edu). Suggest content of interest to a Japanese audience, and ensure all content is correct and up to date.
- Edit, proofread, and rewrite English to Japanese translations for various communications materials including brochures, articles, news releases, annual reports etc.
- Propose and write Japanese content and materials for social media engagement.
- Assist with other duties as assigned.

Required qualifications and experience

- Strong editing, proofreading, writing experience in the Japanese language.
- Extensive experience writing Japanese articles for print, web etc.
- Excellent English reading and speaking skills. English writing ability a plus.
- Ability to collaborate with others in a team setting.

Applications from qualified women candidates are particularly encouraged.

Remuneration:

Remuneration to not exceed JPY 3,500,000 annually.

Duration and Terms of Contract:

This is a part time contract position for (12) months, with the possibility of renewal subject to satisfactory work performance. Work hours are flexible and can be arranged with the selected candidate.

This is a locally recruited post and 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 the following:

1. A cover letter (in English and in Japanese) 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. At least one example of your writing ability (in Japanese).
4. Indication of the vacancy announcement reference number: 2017/UNU/HQ/OC/CTC/DCS/104