New York, USA

VACANCY ANNOUNCEMENT

Editorial and Social Media Assistant
(Consultant (CTC) – 6 months)

Organisation Unit: United Nations University – Centre for Policy Research (UNU-CPR) in New York

Reference Number: 2018/UNU/CPR/CTC/57

Application to: esma_cpr@unu.edu

Closing date: 19 July 2018

About UN University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU’s work spans the full breadth of the 17 SDGs, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.

UNU Centre for Policy Research (UNU-CPR)

UN University’s Centre for Policy Research in New York is an independent think tank within the United Nations system. We combine research excellence with deep knowledge of the multilateral system to generate innovative solutions to current and future global public policy challenges. For more information on UNU-CPR and its work, please visit http://cpr.unu.edu.
Delta 8.7 Project & Knowledge Platform on Modern Slavery, Human Trafficking, Forced Labour and Child Labour

With Target 8.7 of the Sustainable Development Goals, 193 countries pledged their commitment to take effective measures to eradicate modern slavery, human trafficking and forced labour by 2030 and child labour by 2025. UNU is currently developing a global, online knowledge platform – www.delta87.org (to go live in September) - that will help policy actors understand and use evidence to adopt policy responses that will contribute to achieving Target 8.7. The knowledge platform brings together the most useful data, evidence, research and news, analyses cutting-edge data, and helps people understand that data so it can be translated it into effective policy. To contribute to the success of the knowledge platform, the UNU-CPR team is building strong partnerships with mass media (including online and print news and social media), government, researchers, civil society, the private sector and more.

Responsibilities:
Working under the guidance of the Delta 8.7 Project Communications, Monitoring, Evaluation and Learning Officer (CMELO) and Editor as well of the UNU-CPR Communications Manager, the Editorial and Social Media Assistant will perform the following duties:

A. Editorial Support (30%)
   - Upload web content as guided by the editorial calendar;
   - Edit Spanish articles and review Spanish translations of knowledge platform content;
   - Copy-edit knowledge platform content;
   - Identify and draft short summaries of news stories and learning opportunities relevant to the platform;
   - Assist with Newsletter/News Digest content creation;
   - Re-size and crop images to knowledge platform publications standard.

B. Social Media Support (50%)
   - Support the day-to-day roll out of the social media strategy for the knowledge platform;
   - Write engaging social media posts (Facebook and Twitter) for the knowledge platform;
   - Support the implementation and ongoing curation of the editorial calendar with weekly themes, creating social media campaigns, identifying relevant news content, etc.;
   - Assist with social media and website analytics reporting;
   - Perform simple graphic design tasks;
   - Assist with search engine optimization (SEO), including drafting application for Google Adwords grant;
   - Assist with Newsletter/News Digest dissemination using Mailchimp;
   - Perform other related duties as assigned.
C. **Contact database management** (20%)
   - Upload and maintain contacts in the CRM system, Salesforce;
   - Support and train UNU-CPR personnel on Salesforce;
   - Undertake stakeholder mapping and gap analyses;
   - Other contact management and client relationship tasks as required.

**Required Qualifications and Experience:**
- Undergraduate degree in journalism, communications, human rights, human trafficking, migration studies, development studies, international relations or related field;
- At least two years of experience in a communications or editorial field—an advanced degree may be considered in lieu of professional experience;
- Fluency in English and in Spanish, with superior command writing and communication skills, and knowledge of a third United Nations official language, particularly French, considered an asset;
- Proven experience in assisting or executing a social media strategy and web-based analytics;
- Experience with Salesforce is a must;
- Experience with one or more of the following applications and programs is highly desirable: Mailchimp, Hootsuite, SurveyMonkey; Eventbrite/Splash.
- Experience in WordPress or similar web-based content management systems is highly desirable;
- Ability to work in a team and execute tasks independently;
- Subject-level familiarity with human rights, modern slavery, human trafficking, forced labour and child labour would be considered an asset;
- Strong team player with solid inter-personal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity and gender equality.

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

**Starting Date:** 1 August 2018.
Duration of Contract:

The successful candidate shall work under a CTC contract for a fixed period of six months.

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. Applications from suitably qualified woman candidates and those from developing countries are particularly encouraged.

Application Procedure:

Interested applicants should submit their applications by email to esma_cpr@unu.edu and must include the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A completed and signed UNU Personal History (P.11) downloadable from UNU website. Please avoid using similar forms provided by other United Nations organizations;
- An updated curriculum vitae;
- Full contact information of three (3) referees (e-mail, phone number and relationship); and