



**UNITED NATIONS  
UNIVERSITY**

**LOCAL RECRUITMENT  
Tokyo, Japan**

**VACANCY ANNOUNCEMENT**

**Communications Assistant  
(Personnel Service Agreement - PSA)**

**Organisational Unit** : United Nations University – Office of Communications  
**Reference Number** : 2018/UNU/HQ/OC/PSA/CA/61  
**Applications to** : [OCjob@unu.edu](mailto:OCjob@unu.edu)  
**Closing Date** : Friday, 24 August 2018 at 17:00 JST

**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.  
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;
- employs social media channels to further the reach of UNU's output;
- 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;

## Responsibilities

Working under the supervision of the Head of Communications, and in close cooperation with other Office of Communications staff, the Communications Assistant will:

- Manage UNU's social media accounts (Facebook, Twitter, LinkedIn). Draft strategies and campaigns to increase followership, engagement, and overall influence. Consider how UNU's social presence could be expanded to additional platforms. Model social media best-practices for the broader UNU system.
- Find and actively engage with social media influencers to boost UNU's reach.
- Assist in the coordination of global social media campaigns and activities, working with communication focal points across five continents.
- Propose and assist in the development of visual content elements for UNU's social media and web platforms, including images, video clips etc.
- Conduct environmental scanning and identify hooks to inject UNU research and expertise into timely events and conversations in media/social media.
- Use media monitoring tools Cision and Talkwalker to consistently measure and report on the efficacy of UNU's social media efforts, and to inform future social media strategy.
- Assist in the creation and implementation of social media training for UNU colleagues.
- Update, edit, and schedule content for the UNU website.
- Draft, edit, and proofread various materials in English.
- Compile/draft content for UNU's monthly e-newsletter *INSIGHTS*.
- Support other OC work (including marketing, dissemination, content syndication, event organization etc.) and perform other OC related duties as required.

## Required qualifications and experience

- Native level English – reading, writing and speaking – required. Knowledge of Japanese a plus.
- Clear evidence of experience in building and managing social media accounts.
- Strong knowledge of digital communications and social media best practice. Experience in communications and marketing theory and practice.
- Strong knowledge of social media measurement tools.
- Experience writing and editing in English. Experience in audience-specific content tailoring a plus.
- Detail-oriented, dependable and a team player.
- Ability to collaborate with and motivate others in team settings.

Applications from qualified women candidates are particularly encouraged.

## Remuneration:

Remuneration commensurate with the qualifications and experience of the successful candidate. Salary range: JPY 3,500,000 – 4,500,000 per annum.

## 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 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 [OCjob@unu.edu](mailto:OCjob@unu.edu). Applications must include the following:

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 (résumé); 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/CA/61