## MACAU SPECIAL ADMINISTRATIVE REGION OF CHINA
### VACANCY ANNOUNCEMENT

**Communications Trainee**

(Individual Contractor)

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<th><strong>Organizational Unit</strong></th>
<th>United Nations University – Institute on Computing and Society</th>
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<td><strong>Reference Number</strong></td>
<td>2018/UNU/CS/CIC/CT/88</td>
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<td><strong>Applications to</strong></td>
<td>By Email: <a href="mailto:apply_cs@unu.edu">apply_cs@unu.edu</a></td>
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<td>All applications will be acknowledged.</td>
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<td><strong>Closing Date</strong></td>
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### 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, its Peoples and Member States. It serves as a think tank for the United Nations system, contributes to capacity building—particularly in developing countries—as well as a platform for new and creative ideas and dialogue. In addition to the UNU Headquarters located in Tokyo, UNU has established fifteen institutes and programmes worldwide. For more information please visit [http://unu.edu](http://unu.edu).

### Institute on Computing and Society mission:

United Nations University - Institute on Computing and Society (UNU-CS) is a research institute at the intersection between information and communication technology (ICT) and international development. UNU-CS conducts policy-relevant research projects, focusing on key issues faced by societies as expressed in the UN 2030 Agenda for Sustainable Development through high-impact innovations and technologies. Through its research, UNU-CS encourages data-based and evidence-drive actions and policy towards achieving the Sustainable Development Goals.

One of the institute’s mission is to nurture the next generation of interdisciplinary computing, information and social scientists, and engineers to be thought leaders in the field of ICT for development. To this end, the institute seeks to build a team of experts to help deliver the institute’s mission and work plan.

UNU-CS is situated in Macau Special Administrative Region (S.A.R), China and it is the only UN entity in the city. Macau is one of the most dynamic regions in Asia, where technological innovations has become an integral part in driving social and economic development. A large ecosystem of private sector companies and technological start-ups are just a short distance away. Macao’s close proximity to China,
Hong Kong S.A.R and other Asian countries such as Japan, Korea, Vietnam and other Southeast Asian countries, provides an exciting opportunity for researchers and experts to maximize impact of their work.

More info can be found at [https://cs.unu.edu](https://cs.unu.edu)

**Responsibilities:**

Under the supervision of the Communications Officer, the Communications Trainee will assist with implementing UNU-CS communications strategy, especially on editorial, digital communications, database management and event management.

**In more detail the Communications Trainee will:**

- Assist in writing, editing and distributing communication materials, including specialized messages, event announcements, news releases, digital content and other targeted communications.
- Assist in managing digital communication platforms such as website and social media channels.
- Support translation of communication content into Chinese or other languages.
- Support the management of contact databases and publications archive.
- Support the planning, preparation and implementation of UNU-CS outreach events including logistics and administrative arrangement.
- Collaborate with staff on new ideas, channels, and venues for communications.
- Assistance with day-to-day coordination of meetings, events and communications (general liaison, minute-taking, preparation of presentation/materials and setting up meetings).
- Perform other tasks assigned by management of UNU-CS and the supervisor.

**Required qualifications and experience:**

- Currently pursuing or has recently completed postgraduate studies (master’s degree or equivalent) or is in the final year of the first university degree programme (bachelor’s level or equivalent) in communications, journalism, computer science, social science, development studies, and related fields, with experience in communication and public relations project is preferred.
- Strong interest in the work of the United Nations University, sustainable development, and information and communication technology (ICT) or technological innovation.
- Previous work experience in managing social media in English and Chinese.
- Proficiency in MS Office (Word, Excel, PowerPoint); proficiency in using content management systems (e.g.: WordPress), database, Adobe Creative Cloud programs, and video editing applications is highly desirable.
- Proficiency in English and Chinese is required. Knowledge of additional UN languages is an asset.

**Remuneration:**

A small stipend of US$500 per month and rent-free housing as living support will be offered to the selected candidate. He /She must bear the cost of transportation to and from Macau by him/herself.

UN income is not subject to taxes in Macau. The contractor will be responsible for paying local taxes and other fiscal obligations.

This is a locally recruited post; no relocation allowances apply. The successful candidate will be employed as an individual contractor (CIC) and will not hold international civil servant status, nor is he/she a “staff member” as defined in the United Nations Staff Rules and Regulations.

UNU-CS accepts no responsibility for the medical and life insurance or costs arising from accidents and illness incurred during the contract period.
Duration of contract:

The Communications Trainee will be based at UNU-CS in Macau, S.A.R, China, on a full-time basis (37.5 hours per week), Monday to Friday, for a period of at least 6 months, and a maximum of 9 months.

The purpose of this training programme is not to lead to further employment with UNU-CS but to complement a candidate’s studies. Therefore, there should be no expectation of employment at the end of the programme.

Starting date: It is expected that the appointee will take up the position as soon as possible — at latest in the first quarter of 2019.

Application Procedure:

Interested applicants should submit their applications by email to apply_cs@unu.edu by 14 December 2018, and must include the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A curriculum vitae and 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);
- A subject line “Application for UNU-CS Communication Trainee (Ref No: 2018/UNU/CS/CIC/CT/88)”
- 2 recent writing samples, in separate files in English and Chinese respectively that can demonstrate your writing skills.

Please note that applications received after the closing date will not be considered and only short-listed candidates will be offered the opportunity to interview for this position.

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).