



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSO)**
**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR
DIVERSITY**

DEADLINE FOR APPLICATIONS:	22 NOVEMBER 2016
DATE OF ISSUANCE:	16 NOVEMBER 2016
FUNCTIONAL TITLE:	INFORMATION TECHNOLOGY ASISSTANT (1 POSITION)
SECTION:	PUBLIC INFORMATION
LOCATION:	OFFICE OF THE SPECIAL ENVOY FOR THE GREAT LAKES, NAIROBI, KENYA
TYPE OF CONTRACT:	INDIVIDUAL CONTRACTOR (NATIONAL)
DURATION OF CONTRACT	3 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	SESG/GL/IT/016/2016

Special Notice:

Interested applicants who are working with UNSOS/UNSOM Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Background:

The Office of the Special Envoy of the United Nations Secretary-General for the Great Lakes region is mandated to lead, coordinate and assess the implementation of national and regional commitments under the Peace, Security and Cooperation (PSC) Framework agreement signed in Addis Ababa on 24 February 2013. The Special Envoy aims at building accountability in the region by working with a vast spectrum of political, social, and economic partners. The success of the Office of the Special Envoy in achieving these objectives depends largely on its ability to reach out to the regional stakeholders using appropriate communication tools in order to raise awareness around the PSC Framework in the region, and to encourage greater engagement from all parties involved.

The Public Information Unit of the Office of the Special Envoy has developed a number of communication tools to help advance the mandate of the Special Envoy. As such, a public website and social media platforms have been set up to give visibility to the activities of the Office and to raise awareness about the PSC Framework. This process requires technical expertise and proficiency in web design, programming, development, and maintenance. An Information, Communication Technology (ICT)/Web Design & Management specialist is needed to give appropriate support to the communication activities of the Office. He or she shall also provide support in numerous other capacities, including but not limited to designing visual communication materials (e.g. banners, newsletters, Power Point presentations, etc.)

Responsibilities:

Under the direct supervision of the head of the Public Information Unit, the IT specialist shall:

- Update and maintain the Office web site, as well as the web site dedicated to the Private Sector Investment Conference for the Great Lakes region, which took place in the Democratic Republic of the Congo on 24-25 February 2016;
- Assist in the design, development and maintenance of Internet applications, and social media platforms;

- Create links to UN web pages and to social media platforms such as Facebook, Twitter, Flickr and YouTube;
- Develop, update and manage internal databases;
- Set up and maintain files and records, organize meetings and monitor deadlines as required;
- Generate a variety of standard and non-standard statistics and other reports from various databases to assess the effectiveness of the communication strategy put in place by the Office;
- Write captions for UN photos and archive them;
- Upload written and multimedia materials including, news articles, press clippings, press releases, videos, photos, maps, etc.;
- Liaise with key partners in the Great Lakes region to help organize joint activities;
- Provide general office support as needed.

Results expected:

The office website is kept up to date to reflect the engagement of the Special Envoy in the Great Lakes region. The website and its associated social media platforms are interactive, dynamic and constitute a credible public source of information on the mandate of the Special Envoy and his involvement in the region. The communication tools of the Office of the Special Envoy, namely the website, Twitter, Facebook and associated platforms are expected to meet the UN standards on communication, taking into consideration political sensitivities.

Competencies:

- **Professionalism:** Demonstrates professional competence and mastery of subject matter; knowledge of some of the latest programming languages, including PHP, JQuery, CSS3, JavaScript, HTML 5, and specifically Drupal; ability to translate a concept or an idea into a visual design and layout to communicate a desired message; ability to provide editorial assistance in the production of internal and external communication materials; shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accept joint responsibility for team shortcomings.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technological tools to enhance performance.

Education: High School Diploma or equivalent. Technical expertise and proficiency in web design, programming, development, and maintenance. University degree in ICT or relevant field will be highly desirable.

Experience: At least 5 years of progressively relevant experience in web design and maintenance. Prior experience in a UN communication & information entity would be an asset.

Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Knowledge of French is an advantage.

How to Apply:

Qualified candidates may submit their applications including their **United Nations Personal History form (P.11)** to the address mentioned below on or before the deadline. **The P.11** is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **22 November 2016** will not be accepted. **CVs will not be accepted.**

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

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.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).