

## CONSULTANT VACANCY ANNOUNCEMENT

**Issued on: 22 August 2014**

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	NAIROBI
FUNCTIONAL TITLE:	PUBLIC RELATIONS AND COMMUNICATION OFFICER
DURATION:	6 MONTHS
CLOSING DATE:	5 September 2014

### **BACKGROUND**

Based in Nairobi, Kenya, UN-Habitat is the lead agency within the United Nations system for cities and human settlements. UN-Habitat's operational activities focus on reducing urban poverty by improving the living environment, making local government more efficient and inclusive, and advocating for the rights of populations to participate in urban development. UN-Habitat's activities contribute to the overall objective of the United Nations system to reduce poverty and promote sustainable development within the context and the challenges of a rapidly urbanizing world.

Un-Habitat started to implement a new Advocacy, Outreach and Communications Strategy in 2012 with medium-term vision in terms of implementation taking into Account Habitat III in 2016. Some of the communications products are in the process of elaboration, but due to the limitation of hiring new staff there is a need for consultancy support. Key elements of the new Advocacy, Outreach and Communications strategy are the streamlining of the corporate communications effort, including a centralized, corporate social media strategy, a new, corporate website and a regular corporate newsletter. To set up these key elements, the Advocacy and Outreach branch of UN-Habitat is looking for a communications expert.

### **RESPONSIBILITIES**

Under the general supervision of the Chief, Advocacy, Outreach and Communication, the consultant will carry out the following duties:

1. To support AOC to produce a number of communications products, such as the design and preparation of a corporate newsletter.
2. Development of new digital communication tools, the support of the social media strategy and the further development of the corporate website.
3. To support in the translation of press materials and the website into French
4. Undertake any other assignment in line with the Advocacy, Outreach and Communications strategy. with the Habitat III process.
5. To develop new, innovative tools promoting UN-Habitat's agenda on sustainable urbanization.
6. To support UN-Habitat's communication and outreach efforts on the 'Urban October', including the 'World Habitat Day and the World Cities Day

## **COMPETENCIES**

**Professionalism:** Shows pride in work and achievements of the Evaluation Unit. Demonstrates professional competence and proven ability to compile databases, undertake surveys, analyse and produce statistical tables.

**Communication:** Speaks and writes clearly and effectively. Listens to others, interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest and openness in sharing information and keeping relevant staff informed.

**Planning and organising:** Allocates appropriate amount of time for completing assignments and have ability to work under pressure. Monitors and adjusts actions as necessary and apply judgment in the context of competing deadlines.

**Teamwork:** Works collaboratively with colleagues in other Branches and Units to achieve the Unit objectives; solicit inputs by valuing others ideas and expertise, and is willing to learn from others.

## **EDUCATION**

The Consultant should have a Masters Degree in Communications, Marketing, Public Relations, International relations or any other related discipline.

## **WORK EXPERIENCE**

At least two years' experience in communication, program support, public relations, administration or event organization. Knowledge of drafting project proposal, press releases, communication materials, guidelines or other documents. Basic knowledge of the United Nations system. Ability to meet deadlines and to work with minimum supervision, with efficiency, competence and integrity.

## **LANGUAGE SKILLS**

English and French are the working languages of the United Nations. For the post advertised, proficiency in spoken and written English and French is a requirement

## **REMUNERATION**

Payments will be on a monthly basis upon deliverables over the consultancy period. Total payment for the consultancy will be USD 18,000 over a period of six months

Please also be advised that since April 15th 2010, applicants for consultancies must be part of the UN-HABITAT e-Roster in order for their application to be considered. You can reach the e-Roster through the following link: <http://e-roster.unhabitat.org>

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format. The PHP should be attached to the application as a PDF file.

**All applications should be submitted to:**

**UN-Habitat**

**P.O. Box 30030**

**Nairobi, Kenya**

**Email: [flora.otiende@unhabitati.org](mailto:flora.otiende@unhabitati.org)**

**Deadline for applications: 5 September 2014**

*UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: [recruitment@unon.org](mailto:recruitment@unon.org)*