

## INDIVIDUAL CONTRACTOR VACANCY ANNOUNCEMENT

*Issued on: 6 June 2014*

<b>ORGANIZATIONAL LOCATION:</b>	<b>UN-HABITAT</b>
<b>DUTY STATION:</b>	<b>Nairobi</b>
<b>FUNCTIONAL TITLE:</b>	<b>Web and Communication Assistant</b>
<b>GRADE:</b>	<b>Local Individual Contractor level 4</b>
<b>POST DURATION</b>	<b>4 months (with the possibility of extension)</b>
<b>CLOSING DATE:</b>	<b>13 June 2014</b>

### **BACKGROUND**

Secure land tenure and property rights are fundamental to shelter and livelihoods, and for the realisation of human rights, poverty reduction, food security, economic prosperity and sustainable development. Yet in many countries around the world, particularly those in the developing south, widespread and pervasive land tenure insecurity scars life and inhibits equitable, sustainable development in both rural and urban areas. This has profound negative consequences for millions of people and creates enormous challenges and opportunities for governments, inhabitants and the many agencies and bodies involved in land, poverty alleviation, food security and development.

The Global Land Tool Network was launched in 2006 in response to these challenges and opportunities. GLTN is an alliance of global, regional and national partners contributing to poverty alleviation through land reform, improved land management and security of tenure. The Network aims to improve global coordination on land, strengthen existing land networks and improve the level and dissemination of knowledge on land tenure.

GLTN's vision is to provide appropriate land tools at global scale to implement pro-poor land policies and land reforms. Its mission is to assist national governments to implement land policies that are pro-poor, responsive to the needs of women, men and the youth, and at scale. The Network advocates a continuum of land rights that acknowledges a spectrum of tenure forms as appropriate and legitimate, rather than focusing on formal land titling as the preferred or best form.

GLTN's long-term goal is to contribute to poverty reduction and sustainable development through promoting secure land and property rights for all. During its current phase of operations (2012-2015) GLTN aims to render international partner organizations and related land programmes in countries, cities and municipalities better able to improve tenure security of the urban and rural poor.

It will do this by promoting and supporting the adoption and implementation of land policies, tools and approaches that are pro-poor, gender appropriate, effective and sustainable.

GLTN Phase 2 is about maintaining the momentum and building from the successes and lessons from Phase 1 (2008-2011). The objective is for international partner-organisations, UN-Habitat and related land programmes/projects and targeted countries and/or cities/municipalities to better able to improve tenure security of the urban and rural poor through the adoption and implementation of land policies, tools and approaches that are pro-poor, gender appropriate, effective and sustainable. The Project will be implemented in six years.

**RESPONSIBILITIES:** The Web and Communication assistant will work under the overall supervision of the Information and Communication Specialist in the implementation of the GLTN communication implementation plan, which forms part of the GLTN Partnership and Communication Strategy.

More specifically, the Web and Communication Assistant will:

1. Update and maintain the GLTN website
2. Perform basic graphic design work for GLTN information products
3. Perform basic video editing of GLTN video footage and materials as needed
4. Develop, update and maintain GLTN mailing lists
5. Develop, update and maintain the GLTN contacts databases
6. Develop, update and maintain GLTN imagery database
7. Support in collecting feature stories for the GLTN Newsletter
8. Update and maintain all information on the GLTN shared drive
9. Provide support to GLTN events
10. Co-moderate e-discussions on the GLTN website
11. Co-moderate forums on social media
12. Perform any additional tasks as required to deliver on the shared goals of the unit

Occasional travel, in-country and international, may be required.

## **COMPETENCIES**

Core values:

- Integrity
- Professionalism
- Respect for diversity

Core competencies:

- Communication
- Teamwork
- Creativity
- Commitment to continuous working

## **QUALIFICATIONS**

### **Education**

- Completion of Secondary Education, post secondary qualifications in related field. Bachelor's or equivalent in Mass Communication, Journalism, or other related communication field an advantage.

### **Work Experience**

Required:

- At least 4 years of experience in a relevant area of communication
- Experience in website development using Joomla! or Drupal content management system
- Experience in graphic design, using InDesign, Photoshop, Publisher, Page Maker
- Experience in basic video editing

Desired:

- Experience in working within large international organisation is an advantage

### **Language**

English and French are the working languages of the United Nations. Proficiency in written and spoken English is required. However, proficiency in French is an advantage.

**Other skills.**

**Required:**

- Demonstrated experience in developing information products for diverse audiences
- Demonstrated experience in web administration and maintenance

**Desired:**

- Experience and knowledge of land sector
- Experience and knowledge of advocacy

**Remuneration**

The post is at the **G6** level and the remuneration package will be in accordance with the UN rules and regulations

See UN website [http://www.un.org/Depts/OHRM/salaries\\_allowances/index.html](http://www.un.org/Depts/OHRM/salaries_allowances/index.html)

**Applications should include:**

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website ([inspira.un.org](http://inspira.un.org)) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- 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: [arno.haegens@unhabitat.org](mailto:arno.haegens@unhabitat.org)**

**Deadline for applications: 13 June 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)*