



VACANCY ANNOUNCEMENT

CONSULTANT CONTRACT

(Issued 30 October 2009)

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| VACANCY NOTICE NO.: | NA-09-52 |
| ORGANIZATIONAL LOCATION: | UNEP/DCPI |
| DUTY STATION: | Nairobi |
| FUNCTIONAL TITLE: | Social Networking Consultant |
| DURATION: | 15 November 2009 – 14 November 2010 |
| CLOSING DATE: | 13 November 2009 |

Background:

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Communications and Public Information (DCPI) communicates UNEP's core messages to all stakeholders and partners, raising environmental awareness and enhancing the profile of UNEP worldwide. This consultancy contract is open for a total duration of ten months and can be worked over twelve months and is located in the Division of Communications and Public Information of the United Nations Environment Programme at the Nairobi duty station.

The objective of the consultancy is to create or expand thriving communities on established social networking platforms in support of UNEP and its work. The consultant is expected to set up UNEP pages, channels and sites on the respective social networking platforms and to expand the size of the communities associated with these pages. Benchmarks include the size of the community of respective sites, the responsiveness and engagement of these communities, the involvement of these communities in UNEP campaigns and events e.g. Seal the Deal! Campaign and Go Green Day.

Duties and Responsibilities:

Under the direct supervision of the Head of the Internet Unit, the consultant will perform the following functions:-

1. Prepare a social networking strategy: Introduce a UNEP presence on social networking platforms and consolidating, expanding, strengthening and managing the existing UNEP presence.
2. Increasing the number of members of UNEP's social networking communities.
3. Distribute UNEP's work on social networking platforms.
4. Promotion of sustainable lifestyles, consumption and production.
5. Development and design of UNEP-specific applications for social networking sites.
6. Mobilization of UNEP's social networking communities in support of UNEP campaigns and events through writing, selecting, editing, posting, updating and maintaining UNEP content.
7. Write regular reports about the progress of implementing the social networking strategy including analysis of relevant statistics.

Qualifications and Experience:

A. Education

Advanced university degree (Master's degree or equivalent) in Communications, Journalism and Information Technology or related area. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

B. Experience and knowledge:

At least three years of professional working experience in the field of innovative communication/journalism or information technology.

C. Competencies:

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; 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. Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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 accepts joint responsibility for team shortcomings.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

D. Other Desirable Skills:

Excellent computer skills (Microsoft Office, email, internet) are required.

E. Language Requirements:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

Interested applicants are requested to send a detailed curriculum vitae including date of birth, nationality, educational qualifications, a summary of professional skills and/or expertise, a summary of relevant work experience, publications written, and languages spoken, or to complete a United Nations Personal History form (P.11), available on UNEP website at: www.unep.org/vacancies.

Preference will be given to equally qualified women candidates.

All applications to be sent to the following address on or before the deadline of **13 November 2009**. Applicants should send a completed United Nations P.11 or Galaxy Personal History Form together with a covering letter of one to two pages summarizing how they meet the requirements of the job to:

e-mail: mary.mbugua-kairo@unep.org

PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-09-52

(Applications without Correct Vacancy Number will not be Considered)

UNEP 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.