

VACANCY ANNOUNCEMENT

Issued on: 09 February 2017

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| ORGANIZATIONAL LOCATION: | UN-Habitat – Advocacy, Outreach and Communications Branch, WUC |
| DUTY STATION: | NAIROBI |
| FUNCTIONAL TITLE: | Campaign Partnerships and Communication Consultant |
| DURATION: | 1 April – 31 December 2017 (9 months) |
| CLOSING DATE: | 16 February, 2017 |

BACKGROUND

The World Urban Campaign (WUC) is a global coalition of public, private and civil society partners seeking to raise the urban agenda to a new level. Coordinated by UN-Habitat, but owned and driven by a long list of committed partners, the WUC provides the necessary environment for collaboration. The WUC seeks to raise global awareness of sustainable urbanization and to facilitate more coherent strategies and actions by development partners working at the national and local levels.

The WUC is part of UN-Habitat's work programme, located within the Advocacy, Outreach and Communications Branch.

The project objective is to engage a wide range of partners in a common platform to advocate on the positive role of cities in development and to elevate the urban agenda. To date more than 160 Sponsors, Lead and Associate partners are engaged in the WUC.

The Campaign and Partnerships Consultant will contribute to the partnership engagement process under the World Urban Campaign Secretariat.

Following the Habitat III Conference in October 2016, the WUC has will also engage in a third series of Urban Thinkers Campuses in 2017, whereby partners will debate on thematic issues decided by the campaign partners in the post-Habitat III era. WUC partners will host a number of Campuses, which will be held up to end of 2017 in preparation for the 9th Session of the World Urban Forum (WUF9) in 2018. Each Campus will require specific documentation, outreach and a final report. The new Urban Thinkers Campuses (UTCs) phase that will constitute a new bulk of activities for the project in 2017, with more than 50 campuses.

RESPONSIBILITIES

On the basis of the above, the Consultant is required to mobilize partners and develop outreach activities seeking an increase of stakeholders' engagement in sustainable urban development, especially in the framework of the post-Habitat III era.

Under the overall supervision of the Advocacy, Outreach and Communication Branch Coordinator and WUC Project Leader, the consultant will contribute to the projects in the following:

1. Mobilise new and communicate with existing WUC partners, sponsors and members organizations to engage them in campaign activities relating to the implementation of the Sustainable Development Goals and the New Urban Agenda.

2. Draft and finalize WUC partnership agreements, such as Memorandums of Understanding and Agreements of Cooperation, in liaison with the legal office.
3. Prepare specific content proposals for campaign activities, working closely with the AOC Media Unit, the Events and Outreach Unit as well as with external partners.
4. Prepare content for campaign materials (website, social media, brochures, exhibitions) designed for the public, working closely with the AOC Media Unit, the Events and Outreach Unit as well as with external partners.
5. Manage the World Urban Campaign social media channels (Twitter, Facebook, Instagram, Youtube, LinkedIn, Storify) and document social media activities.
6. Prepare a new call for proposals to host Urban Thinkers Campuses, compile applications, and liaise with selected hosts on agendas, communication material, web updates and releases, etc.
7. Organise on-line WUC Working Group Meetings including agenda, documentation, invitations and meeting minutes.
8. Prepare and manage the 17th WUC Steering Committee meeting (April 2017, Nairobi) including the WUC Secretariat progress report, meeting agenda, documentation, invitations and final report.
9. Organize side events and networking events in liaison with WUC partners to be held at the 26th UN-Habitat Governing Council
10. Coordinate the partnership with the Participatory Slum Upgrading Programme on the 'Up for Slum Dwellers' campaign news.
11. Work closely with the AOCB in enhancing the internal flow of information and communication pertaining to the WUC through the preparation of briefing notes, minutes of meetings, web and intranet postings.

EDUCATION

University degree in social or political science, business administration or related matters. Knowledge on urban issues required. Excellent organizational skills and communication skills. Excellent writing skills (English).

WORK EXPERIENCE

A minimum of three years of professional work experience in communication and public relations involving different types of partners needed. Experience in communication campaigns required.

LANGUAGE SKILLS

Excellent written command of English language. French or Spanish will be considered an advantage.

REMUNERATION

Applications should include:

- Cover memo or motivation letter (maximum 1 page)
- Summary CV (maximum 2 pages), indicating the following information:
 1. Educational Background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 4. Expertise and preferences regarding location of potential assignments
 5. Expectations regarding remuneration
- UN Personal History Form (please use the United Nations standard personal history form available upon request or via: <http://www.unhabitat.org/content.asp?typeid=24&catid=435&id=3867>)
- Proof of relevant work (at least two)

Please 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>

All applications should be submitted to:

Christine Auclair

UN-Habitat - P.O. Box 30030

Nairobi 00100, Kenya

Email: christine.auclair@unhabitat.org

Please also copy josephine.chege@unhabitat.org

Deadline for applications: 16 February 2017

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