

**CONSULTANT VACANCY ANNOUNCEMENT**

**Issued on: 25 July 2016**

<b>ORGANIZATIONAL LOCATION:</b>	<b>UN-HABITAT</b>
<b>DUTY STATION:</b>	<b>Nairobi</b>
<b>FUNCTIONAL TITLE:</b>	<b>Speechwriter/Communication Officer</b>
<b>DURATION:</b>	<b>26 August 2016 – 25 August 2017</b>
<b>CLOSING DATE:</b>	<b>1<sup>st</sup> August 2016</b>

**BACKGROUND**

UN-Habitat is seeking an Adviser (Speechwriter and Editor) for the Executive Director. The successful applicant will report to the Chief, Office of the Executive Director and work within the Office of the Executive Director, in close liaison with the Advocacy, Outreach and Communication Branch, and with other UN-Habitat units as required.

**RESPONSIBILITIES**

The successful applicant will be responsible for preparing speeches and other written communications for the Executive Director. He/she will also be involved in preparing providing strategic input vis-a-vis policy statements. The consultancy will involve close liaison with relevant staff in the Office of the Executive Director and the Advocacy, Outreach and Communications Branch as well as relevant sub-programmes, to ensure consistency in messaging.

The successful applicant will be responsible for the following main tasks:

- Research a range of UN-Habitat-related topics as needed, in producing speeches and articles, coordinating with substantive experts;
- Draft, or coordinate the drafting of speeches for the Executive Director and the Deputy Executive Director in English, French and Spanish;
- Draft Op-Eds and articles for the Executive Director in English, French and Spanish, for publication, in line with UN-Habitat's Communication Strategy
- Draft/review/edit other substantive written material for the Executive Director as requested;
- Working in close coordination with the External Relations Division in translating key policy messages of the Executive Director for strategic communications;

- Managing the Executive Director's Twitter account, ensuring all key messages and activities of the Executive Director are in line with UN-Habitat's official position;
- Support the Executive Director's missions and activities in communications: arranging interviews, media encounters, in coordination with the Advocacy, Outreach and Communications Division and UN-Habitat's Spokesperson; and
- Support more generally the work of the OED as required by the Chief, OED, and the Executive Director,

## **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.

### **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 the 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.
- Builds consensus for task purpose and direction with team members.
- Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### **Creativity**

- 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.

## **EDUCATION**

A Master's degree in economics, politics, international relations, journalism and/or communication;

## **WORK EXPERIENCE**

- A minimum of five years of professional experience in preparing statements and speeches for senior policy-makers or executives in an international context;
- Experience in presenting complex topics to a variety of audiences in an understandable manner;

### **LANGUAGE SKILLS**

- Fluency in English and French is required; knowledge of another official language is desirable.

### **OTHER SKILLS**

- Proven ability to synthesize complex material and convey technical debates in simple and accessible terms, demonstrating a clear and original drafting style;
- A working knowledge of MS Office, in particular Word and PowerPoint.

### **REMUNERATION**

Payments will be based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

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.
- 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
- Cover memo (maximum 1 page)

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>

All applications should be submitted to:

**Mr. Erastus Njuki**  
**UN-HABITAT**  
**P.O. Box 30030, 00100 Nairobi, Kenya**  
**Email: [Erastus.njuki@unhabitat.org](mailto:Erastus.njuki@unhabitat.org)**  
**Fax: + 254 20 7624314**

Deadline for applications: **1 August 2016**

*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)*