

VACANCY ANNOUNCEMENT

Issued on: 09 February 2017

ORGANIZATIONAL LOCATION:	UN-Habitat – External Relations Division, WUC
DUTY STATION:	NAIROBI
FUNCTIONAL TITLE:	Campaign Consultant
DURATION:	13 March – 12 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 150 Sponsors, Lead and Associate partners are engaged in the WUC.

The Campaign Consultant will provide support to the partnership engagement process under the World Urban Campaign Secretariat. In this new phase Post-Habitat III, the consultant will provide support to the development of content for the WUC website and activities, in particular the Urban Thinkers Campuses (UTC) phase 2 that will constitute the bulk of activities in 2017 with more than 50 campuses around the world.

RESPONSIBILITIES

On the basis of the above, the Consultant is required to mobilize partners through outreach campaign activities.

Under the overall supervision of the Advocacy, Outreach and Communication Branch Coordinator and WUC Project Leader, the consultant will provide support to the project in the following tasks:

1. Prepare campaign materials for dissemination, in particular, strengthening communication among WUC members using social media tools, web posts, mailing.
2. Liaising with WUC Partners and Members in order to obtain information to prepare the above campaign materials.
3. Update the calendar of WUC partners and related events.
4. Assist in preparing campaign events, working closely with the AOC Events and Outreach Unit, substantive units and partner organizations.
5. Maintaining databases of partners and mailing lists of partners.

6. Prepare and update an Thinkers Thinkers Campus (UTC) page on the WUC website for uploading/managing all UTC information (events information and announcements, on-line reports).
7. Provide support to UTC hosts in terms of communication through the WUC website and direct email communication.
8. Upload all materials on the WUC website.
9. Disseminate all partners inputs through a monthly newsletter.

EDUCATION

University degree in Management and Communication or related areas.

WORK EXPERIENCE

The consultant should have at least two years of experience in information and communication management.

LANGUAGE SKILLS

Written command of English and French a requirement. Spanish is 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