

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 27 Feb 2017

ORGANIZATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Home-based
FUNCTIONAL TITLE:	Consultant: Web Developer
EQUIVALENT LEVEL	G4
SUPERVISOR	Unit Leader, Land and GLTN Unit , ULLG Branch
DURATION	5 months spread over 10 months
CLOSING DATE	6 March 2017

BACKGROUND

The United Nations Human Settlements Programme (UNHABITAT) is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

The Urban Land, Legislation and Governance Branch support the development of adequate land management tools, urban legislation and urban governance models and institutions as a contribution to sustainable urban development. It provides policy and technical assistance, through operational projects, to national and sub-national governments (including local authorities) and other Habitat Agenda partners with respect to urban legislation, land and governance and urban safety.

The Global Land Tool Network: Global Land Tool Network (GLTN) is embedded within the Land Unit of the Urban Land, Legislation and Governance Branch. It is a diverse network of partnerships with the overall goal of developing and disseminating of pro poor and gender responsive land tools and approaches. The core themes of focus Access to Land and Tenure Security, Land Management and Planning, Land Administration and Information, Land-Based Financing, Land Policy and Legislation. The Network also works on cross-cutting issues, such as capacity development, land governance, youth, capacity development, land in the Muslim world, human rights, food security, conflict/disaster, environment, gender, and grassroots.

GLTN has developed a global partnership on land issues pulling together global partners, as well as many individual members. These partners include international networks of civil society, international finance institutions, international research and training institutions, donors and professional bodies.

GLTN's online presence is a primary channel for dissemination of GLTN's resources and tools to Partners and the general public. A key example is the Social Tenure Domain Model (STDM). The STDM website has become the central platform through which GLTN can reach and maintain the determined audience and advertise the impacts specifically related to STDM.

RESPONSIBILITIES

The Consultant will be responsible for providing back-end technical support for the Global Land Tool Network (GLTN) website www.glt.net , all its subdomains and associated resources, with a focus on cyber-security and use of best practices in website functionality and optimization. The successful execution of this role will result in maximized information sharing, involvement, connection and mobilization of GLTN partners and members.

Under the overall supervision of the Unit Leader of Land and GLTN Unit under the Urban Legislation, Land and Governance Branch of UN-Habitat or authorised staff, the consultant will perform the following tasks and responsibilities:

1. Manage and provide support to the set-up, maintenance, and server security for GLTN website and its subdomains (STDM, Arab States, e-Learning, etc.) with a focus on enhancing user experience and usability.
2. Support the secure and seamless transition of the existing GLTN website from Joomla to WordPress.
3. Update the website backend framework across all subdomains (modify web templates, install and update plugins and modules as required) while preserving all current website content and functionality;
4. Track and present data on website usage statistics, usability and performance metrics; undertake periodic tests and perform periodic back-ups across all subdomains.
5. Develop a comprehensive and user-friendly database of GLTN and partner publications.
6. Provide technical support in the deployment of learning modules integrations, SEO, optimisation for low bandwidth users, linking with partners' websites, among others.
7. Propose and implement relevant website enhancements based on his/her expertise and creativity.
8. Provide the necessary training and capacity development in maintaining and updating the website
9. Develop an end-user manual for routine website security management.
10. Act as a helpdesk for GLTN staff for resolving all issues related to the website while keeping a log of all changes.
11. Perform other related tasks as necessary.

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.
- **Planning and Organising:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.
- **Technological Awareness:** Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

EDUCATION

Bachelors degree in IT/Computer Science or other related field required.

QUALIFICATION

1. At least three years of experience web development and maintenance.
2. Extensive experience with HTML5 and CSS3 is required
3. Knowledge of modern web technologies with strong emphasis on design aesthetics is preferred.
4. Experience with usability – usability principles, wireframes, screen layout design, etc. is required.
5. Strong organizational skills & ability to handle multiple tasks under tight deadlines is required.
6. Ability to write technical documentation.
7. Excellent oral and written communication skills in English.

LANGUAGE SKILLS

English and French are the working languages of the United Nations. For the post advertised, excellent proficiency in spoken and written English is required. Knowledge of a second UN language is an advantage.

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:

- 1) Cover memo (maximum 1 page)
- 2) Summary CV (maximum 2 pages), indicating the following information:
 - a) Educational Background (incl. dates)
 - b) Professional Experience (assignments, tasks, achievements, duration by years/ months)
 - c) Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 - d) Expertise and preferences regarding location of potential assignments
 - e) Expectations regarding remuneration
 - f) Cover memo (maximum 1 page)

All applications should be submitted to:

Ms. Josephine Ruria

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: josephine.ruria@unhabitat.org

Deadline for applications: 6 March 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

