



Individual Consultant -Communications

Vacancy No:	IC/003/2019
Post Title:	Individual Consultant
Organizational Unit:	Directorate
Duty Station:	Home based
Duration:	3 months starting as soon as possible
Deadline for applications:	22 september 2019

Background and Context:

The UN System Staff College (UNSSC) is the learning institution for staff of the United Nations system. We deliver learning programmes and provide a space for learning to UN staff at all levels, in all functions and location. We are uniquely positioned above institutional silos and work in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations.

UNSSC is currently readying the global launch of the UN Innovation Toolkit - developed under the leadership of the Chief Executives Board for Coordination. The Toolkit, to be freely available across the UN system, features an online diagnostic element – identifying readiness across five critical foundational areas for innovation, linked to downloadable, UN-focused Tools.

The Toolkit seeks to support the development of internal capabilities to promote innovation; leverage innovation partnerships; and incorporate innovation as a core element of organizational culture. UNSSC is designing the global Launch Event of the Toolkit, to take place in Madrid on 20 – 22 November 2019.

Deliverables:

Under the guidance and supervision of the Learning Portfolio Manager, the Consultant will be expected to deliver the following:

1. Design and implementation of a communications campaign raising awareness of the UN Innovation Toolkit in general. Role includes:
 - Designing a campaign plan, identifying best dissemination tools and developing key messages;
 - Engaging with RC Offices; UNIC Offices; CEB Representatives and other relevant UN actors to disseminate information.
2. Design and delivery of communications campaign raising awareness of, and sourcing participants for the UN Innovation Toolkit Launch Event. Role includes:

- Drafting and disseminating Letters of Invitation and relevant documentation to attend the Launch Event, with a focus on RC Offices;
- Following up on communications, and sourcing relevant participants;
- Engaging with UNSSC regarding participants identified;
- Engaging with identified participants regarding logistical and UN Innovation Toolkit related requirements;

Indicators for the evaluation of outputs:

- Promotional material has been identified and relevant narrative has been written.
- Campaign has been designed, planned and dissemination channels have been identified.
- Key messages have been written.
- Participants for the Launch Event have been identified and secured.

Qualifications required

- University degree in communications, journalism, international relations, social sciences, public administration or related field.
- At least five years of progressively responsible experience in external communications, public information, journalism, or marketing.
- Experience in supporting the design and development of communication campaigns in a multicultural environment;
- Previous working experience in the UN system is an asset;
- Fluency in English, both written and spoken, required.

Submission of applications

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position The application should be submitted preferably by e-mail to recruitment@unssc.org with a subject title of “Application for Individual Consultant 003 – Communications”.

Late submission of application and/or incomplete application will not be considered.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

Date of issuance: 11 September 2019