



Opening for the services of an Individual Contractor - Web Administrator	
Opening Date:	27/Jan/2016
Closing Date:	09/Feb/2016
Notice No.	IC/Web Administrator/003/2016
Duty Station	Mogadishu
Duration	6 Months
TERMS OF REFERENCE	

The Information Support Management Section (ISMS) oversees substantial information support contracts, as well as keeps UNSOS senior management apprised of emerging media issues, provides strategic communication guidance to Mission leadership and manages UNSOS' branded material including the website, booklet, publicity materials and representation at UNSOS public information events.

Under the guidance of the Chief, Information Support Management Section, The Individual Contractor develops and implements the mission's web communications strategy:

Duties:

- Develops and maintains the UN mission's website and digital platforms. Coordinates, edits, and updates web content in all of the Mission's official languages working closely with diverse sections and groups.
- Ensures regular updates to the website and digital platforms by generating content and timely updates. Produces web-based products that adhere to the common field-based websites approach and brand guidelines.
- Contributes to the design and development of the website in consultation with the UNHQ-based Web Editorial Board.
- Identifies need for additional resources and opportunities to feature the Mission's work on digital platforms in order to increase traffic to the website and social media.
- Develops and maintains social media platforms including but not limited to: Twitter, Tumblr, Flickr, Instagram, and Facebook.
- Establishes and maintains a content-sharing, cross-referenced, interlocking strategy for input and distribution.
- Updates, quarterly, the UNSOS digital communication strategy in line with UN DPI social/digital media guidelines, amending according to measures of effect.
- Providing comprehensive monthly analytic reports, with detailed analysis, for the Mission website, Twitter and Tumblr accounts.
- Monitors the current use of new media by Somali media and more broadly the Somali population, both in country and diaspora, amending the digital strategy to best influence these audiences.

- Establishes and implements a social media outreach program to audit the use of digital media by other international organizations and identifying their best practices.
- Facilitates the integration of overall communications internally to the Mission, to the UN's social media team, broader UN departments, agencies, funds, programs and relevant stakeholders.
- Provides analysis, expertise and recommendations to assist the Section and its contractor and clients in formulating policies, standards, objectives and guidelines related to the ongoing, comprehensive development of the website.
- Develops automated databases and mailing lists of target audiences, and provide information through such means as press releases, interviews, features, audio/visual

Competencies

Professionalism: Ability to work a calm, competent and committed manner with staff members. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: 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

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Teamwork: Excellent interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi ethnic environment with sensitive and respect for diversity.

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; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Works well with other clinicians

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in International Affairs, journalism, communication, computer Science, web design or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: Minimum 5 years of progressively responsible professional experience with at least 2 years at the international level in website development and management. Experience with new Media, Social Networking tools and writing for the web is required. Proficiency in website

creation software, HTML, ASP, CSS and JavaScript as well as understanding of databases required.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required; knowledge of French is desirable. Fluency in written and spoken English. An addition UN language an advantage.

Qualified candidates may submit their applications including their P11 form (attached) to the address mentioned below on or before the deadline. The P.11 is on the <http://www.unon.org/content/employment-opportunities>. CV's will not be accepted.

Email: recruitment-unsoa@un.org

Please quote;

- ❖ **Vacancy Notice Number and Functional Title in the Subject of the e-mail.**
- ❖ **A copy of P11 to be attached.**