

**UNITED NATIONS**

OFFICE FOR DISARMAMENT AFFAIRS AT VIENNA****

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| ANNOUNCEMENT NUMBER | 23-CON-15 |
| DEADLINE FOR APPLICATIONS | 30 April 2015 |
| TITLE  | Consultant (Media Assistant) |
| ANTICIPATED DURATION | Seven (7) months  |
| ORGANIZATIONAL UNIT | UNODA Office at Vienna |
| DUTY STATION | Vienna  |
| ESTIMATED REMUNERATION\* | To be determined |

# ANNOUNCEMENT FOR CONTRACTUAL SERVICES

\* This assignment does not carry any entitlement to social benefits such as medical insurance, pension, sick leave, etc.

**BACKGROUND AND RESPONSIBILITIES:**

Vienna hosts a great concentration of UN and specialized agencies dealing with disarmament and non-proliferation, including global and regional organizations, NGOs, research and educational centres. This has led to the creation of an increasing number of networks, leading to the emergence of innovative partnerships for applied studies, capacity building and professional skills.

However, potential users of this wealth of dynamic educational opportunities might find it increasingly difficult to identify the desired information from the various existing *ad hoc* systems. As a result, there is a growing gap in disarmament and non-proliferation education opportunities. This gap is evident, particularly in the case of reaching out to young professionals from the global south, especially women. When this gap is bridged, it could provide an exponential contribution to peace and related issues. Such initiative will ensure long-term strengthening of existing tools where women have access to, both at national and international level.

To this end, the UN mandated University of Peace and other partners are collaborating with UNODA to build on the Disarmament and Non-Proliferation Education dashboard, a web collaboration space containing training courses for practitioners. These educational courses will serve as a tool for both online and in-person training courses that UPEACE will offer in different continents in the Global South in coordination with universities, diplomatic and military academies, as well as other learning institutions. Partners will also assist those educational institutions willing to do so in including the courses in their regular curricula.

**QUALIFICATIONS:**

Education:

* A university degree (Bachelor’s degree or equivalent) in communication, journalism, international relations, public administration or related field

Professional Experience:

* Minimum 2 years’ experience in public information, journalism, international relations, public administration or related field. Hands-on journalistic experience in a multimedia news environment with online news operation or similar media outlet may be accepted in lieu of minimum required working experience
* Experience in news planning and editorial across multiple news platforms at international level a plus

Languages: English and French are the working languages of the United UN Secretariat. For the position advertised, fluency in English with proven drafting and communication skills is required.

All applicants are requested to complete a United Nations Personal History form (PHP), available online (inspira.un.org). **Applicants should also outline in a cover letter why they consider themselves qualified for the** **position. Due to the expected high volume of applications, only candidates under serious consideration will be contacted.** All applications should be sent to consultants@unvienna.org and unodaviennaoffice@unvienna.org by e-mail with PHP in pdf format attached and with the announcement number mentioned clearly in the subject line. **Preference will be given to equally qualified women applicants.**