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## Terms of Reference Consultant Public Information - Webmaster

**Total months:** 9 months

**Total no. of consultants:** 1

**Level:** GS

**Date of Assignment:** 1 April 2011

**End of Assignment:** 31 December 2011

**Duty Station:** Dakar

### **I. BACKGROUND AND JUSTIFICATION**

Established in Dakar, the United Nations Office for West Africa (UNOWA) is the first regional conflict prevention and peacebuilding office of the United Nations worldwide. The Office works closely with the Economic Community of West African States (ECOWAS) and other regional partners to tackle challenges affecting peace and security in West Africa. In collaboration with the UN system, the Office promotes a regional approach to address cross-border and cross-cutting issues impacting on the stability of the sub-region such as human rights and democratization; governance and rule of law; security sector reform; unemployment; food security; small arms proliferation; drug and human trafficking.

In performing the Good Offices on behalf of the UN Secretary General, the Special Representative of the Secretary-General (SRSG) for West Africa with the support of his team plays a leading role in harmonizing the UN approach to towards peace and stability through conflict prevention- in collaboration with Regional organizations - in West Africa. The SRSG also chairs the Cameroon-Nigeria Mixed Commission (CNMC), established to facilitate the peaceful implementation of the ruling of the International Court of Justice on the border between the two countries.

The main objective of UNOWA-CNMC's communication strategy is to raise awareness on the contribution of the UN towards peace and security in West Africa through the promotion of the activities of UNOWA-CNMC and the Special Representative for West Africa.

In order to achieve this objective, the Public Information Office is produces public information materials, organizes events and creates strategic regional networks to strengthen partnerships with key stakeholders in the field of Public information such as media, regional organizations and the UN system.

## **II. MAIN DUTIES OF CONSULTANT**

Within the framework of the implementation of UNOWA-CNMC communication strategy and under the supervision of the Public Information Officer, the consultant will:

- Act as webmaster for UNOWA-CNMC Website
- Maintain UNOWA-CNMC intranet
- Be the focal point for E-Rooms (web- based information sharing platform)
- Monitor users traffic on Website and intranet and take necessary actions to increase visibility and website referencings

## **III. OUTCOMES**

The outcomes of the incumbent work will contribute to give more visibility to UNOWA-CNMC activities contributing to peace and stability in the sub region. The incumbent will be requested to keep Website, intranet and E-Rooms updated in a timely manner.

## **IV. PERFORMANCE INDICATOR**

The number of visitors on the website and the intranet and the flow of data contribution will constitute performance indicators as well as timely updates and increased traffic.

## **V. COMPETENCIES**

### **Professionalism:**

- Proven experience as a webmaster
- Excellent connections with relevant service providers in the sub-region
- Relevant experience with international and regional organizations

**Planning and organizing** – Proven ability to plan and organize own work  
**Communications** – Proven ability to write in a clear and concise manner and to communicate effectively on websites/intranet.

**Teamwork** – Ability to interact and to establish and maintain effective working relationships both as a team member, with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Technology awareness** – Excellent computer skills.

## **VI. QUALIFICATION**

**Education:** University Degree in journalism or social communications

**Experience:** At least 2 years of experience in the field of Public Information/Webmaster in West Africa

**Language:** Bilingual French and English.

### **Other Skills**

The knowledge of the practices and procedures of UN organizations is an advantage.

## **Application**

Applicants meeting the above qualifications are requested to submit the following document:

- 1./ Cover letter-
- 2./ Curriculum Vitae (CV) or completed P-11
3. / Certified Copy of Diplomas and Degrees

Please email your application to:

[lva@un.org](mailto:lva@un.org) or [unowao@un.org](mailto:unowao@un.org)

or

Post it to UNOWA at: 23851 Dakar Ponty

Note: Please indicate the vacancy title

Only short-listed candidates will be contacted.

Deadline for Submission of Applications: 25 March 2011