



Job Opening

Job Title: CHIEF OF WEBSITE RUSSIAN UNIT, P4

Department/ Office: DEPARTMENT OF PUBLIC INFORMATION

Duty Station: NEW YORK

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

This post is located in the Web Services Section, News and Content Branch in the News and Media Division of the Department of Public Information. The Chief of the Website Russian Unit reports to the Chief of the Web Services Section,

The Department of Public Information is dedicated to communicating the ideals and work of the United Nations to the world; to interacting and partnering with diverse audiences; and to building support for peace, development and human rights for all. Inform. Engage. Act. The News and Media Division (NMD) tells the UN's story through television, radio and the Internet, working together with partners in the media worldwide to raise awareness of the UN's goals and highlight its successes.

Responsibilities

Under the supervision of the Chief of the Web Services Section, News and Content Branch, News and Media Division, the incumbent as Chief of the Website Russian Unit:

1. Supervises the Website Russian Unit, maintains and develops the top layers of the UN Russian website by:
 - a) determining work plan for the Unit in line with Section/Service/Division and Departmental goals; b) providing direction and guidance to the Website Officer and Website Assistants and evaluating their performance; c) signing off on content published in Russian, generated by the Unit; d) working with the Chiefs of other language Units, Chief of the Web Design & Development Unit to plan and develop within the context of the Content Management System, dynamic, interactive web pages, site navigation strategies, incorporation of new UN sites, and upgrades for the overall UN website; e) conducting preliminary review of contributed content with content providers to discuss: location within the UN website; presentation, i.e. problems with layout, format, content, graphics, accessibility, hyperlinks, file sizes, etc.; availability of content, in text and multimedia formats, in all official languages; foreseeable difficulties or delays which may be encountered in presenting content on the site; arrangements for future maintenance and updating of the content; contact person and posting rights for the contributing office, depending on the amount of contributed material and the frequency of updating; and, drafting Project Documents accordingly; f) actively participating in the design and development of the "look and feel" of the site, making use of input from other departments/offices at Headquarters and in the field, and in collaboration with the language Units, and establishing new areas for development using user feedback, ad hoc surveys, and trends in the field; g) editing externally contributed and/or translated material, as necessary; h) determining resource requirements and preparing draft budgets accordingly, and i) analyzing statistics on site usage (web metrics) and responding to user comments and/or reports of errors or problem areas.
2. Serves as focal point for designated thematic issues by:
 - a) researching, editing, reviewing, consolidating available material on the designated themes across official languages; b) liaising with the focal points on the designated themes in other Offices, Departments and UN Agencies; c) ensuring that the other thematic focal points in the Section are made aware of any new material available in their respective language; and d) ensuring that thematic web pages are kept updated in Russian by incorporating changes received from other thematic Focal Points and changes to thematic issues the Unit is responsible for, are conveyed to the other language Units.
3. Takes the lead in strategic website management, production and design to build web traffic by:
 - a) researching and analysing requests for new web pages, functions and updated content; b) developing and maintaining support services to management, users and contributors; c) providing advice and expertise to senior staff and other public information staff on a range of content and website management issues, methods, and approaches, including information architecture and content management; d) providing guidelines in accordance with existing related administrative issuances and legal opinions, briefings; e) contributing to the formulation of overall policies, procedures, objectives and guidelines affecting the development and promotion of relevant websites; f) recommending updates and expansion of published guidelines to reflect changing needs; g) giving presentations on the UN Website to UN staff, Permanent Missions and other entities; h) providing complex assistance to contributors in the conversion of contributed material to appropriate format (i.e. HTML, ASP), in conformity with accessibility requirements.
4. Maintains constant awareness of the developments of the Internet industry by reading the literature, and participation in meetings, task forces, brainstorming sessions on website policy and guidelines, conferences and workshops. Prepares and edits substantive papers, reports, articles, and online surveys. Fills in for the Chief of Section as needed.

Competencies

Professionalism - State-of-the-art knowledge in the field of user-centric web design methodologies and information architecture, content organization and taxonomy concepts including information management archival/hierarchy. Knowledge of design and implementation of websites, based on CMS software. Ability to assess/survey client groups' needs. Knowledge of web content management systems, and the use of relevant information databases, Internet services, as appropriate. Ability to prepare reports, formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations. Monitors progress against deadlines; regularly discusses performance and provides feedback and coaching to staff. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 audience; demonstrates openness in sharing information and keeping people informed.

Teamwork - Works collaboratively with colleagues to achieve organisational 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. Ability to maintain effective working relations both as a team member and team leader.

Education

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

Work Experience

Minimum 7 years progressively responsible professional experience is required with at least some years at the international level, in website development and management in Russian as part of a multilingual environment. Excellent writing and editing skills in Russian are required. Broad knowledge of new Media, Social Networking tools is required. Good working knowledge of website creation software, HTML, ASP, CSS and JavaScript as well as understanding of databases required. Experience in working with both front-end and back-end of Content Management Systems is required. Team Management experience is required.

Languages

English and French are the working languages of the UN Secretariat. For this position, fluency in English and Russian (both oral and written) is required. Knowledge of another UN official language is an advantage.

Assessment Method

Technical test and competency-based interview.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

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