

TERMS OF REFERENCE

Intranet Publishing Consultant Digital Engagement Sector/DER Copenhagen

Project Title:	Intranet Content Migration
Organisation:	UNHCR
Job Title:	Intranet Publishing Consultant
Duty Station:	Working from home
Duration:	Maximum of 40 days from 1/3-30/4 2017
Contract Type:	Individual Consultant
Closing date:	28th February 2017

Background Information:

UNHCR's Digital Engagement section is responsible for intranet coordination. In 2017, UNHCR intranet will launch a revamped intranet platform. Content and assets need to be re-classified, revised and published on the new platform.

This assignment will support the Intranet team with the launch of the intranet.

Duties and Responsibilities:

The consultant will assist in migration and revision of content, creating pages for publishing, adding keywords to pages, setting up features and functionalities based on layout and templates.

In addition, the consultant will assist in uploading documents, images and multimedia files into the Digital Asset Management adding metadata to each file (keywords, descriptions, copyright) following UNHCR standards and guidelines.

Deliverables

Completed migration based on the required content.

Essential Minimum Qualifications and Professional Experience Required:

Education

- Possess University level qualifications (Bachelor's or Master's degree) in a relevant area.

Job Experience

- 4 years of relevant work experience with a university degree or 2 years and a post-graduate university degree.

Language

- Written fluency in English (**required**).

Location:

The Consultant will work from home if possible. Otherwise in Copenhagen.

To Apply:

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to DENCOCMUHR@unhcr.org indicating "***DES Intranet Publishing Consultant***" in the subject of the email.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

The deadline for applications is 28th February 2017