

United Nations Development Programme

Terms of Reference

Title: PR Contractor

Location: United Nations Development Programme (UNDP) Representation Office in Tokyo
UN House 8F, 5-53-70 Jingumae, Shibuya-ku, Tokyo 150-0001
Tel: 03-5467-4751 / FAX: 03-5467-4753

Working days: 15 hours per week (10:00-16:00, 5 hours per day, 3 days per week)

Contract Type: Individual Contract (contract of 365 days with possibility of extension.)

Starting Date 25 March 2013

1. Summary of Duties

The main duty of the post is to provide administrative support to public relations and communications activities of UNDP Representation Office in Tokyo. He or she will work under immediate supervision by the Public Affairs Assistant of PR Unit, and overall guidance by the Public Affairs and Civil Society Liaison Officer. In particular, the incumbent is expected to assist PR Unit in the following work including:

- a) Manage and maintain UNDP reference materials including video library;
- b) Create, maintain and update the contact database and the list of media;
- c) Record media coverage and file news clipping;
- d) Monitor and update list of inventory of UNDP information materials;
- e) Arrange distribution of UNDP communications materials as required;
- f) Arrange dispatch of reports on PR activities in Japan to other UNDP offices and HQ;
- g) Maintain filing system of PR unit;
- h) Backstop and/or support public events organized by PR unit; and
- i) Other duties as required by UNDP Representation Office in Tokyo.

2. Qualifications

Knowledge/Skills Completion in junior college education; ability to work as a team member; communication skills and basic IT skills; ability to maintain filing system; knowledge of Microsoft Word, Excel, Power Point, Adobe Acrobat are must.

Experience At least 3 years of experience in administrative work and related fields.

Language Fluency in Japanese. Basic English is necessary.