



**UNITED NATIONS
UNIVERSITY**

UNU-INWEH

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**LOCAL RECRUITMENT
Hamilton, Canada**

VACANCY ANNOUNCEMENT

**CONSULTANT: SUSTAINABLE DEVELOPMENT GOALS (SDG)
PROJECT**

(Contract for Individual Contractor – CIC)

Reference Number : 2018/UNU/INWEH/CIC/SDG
Applications to : hr.inweh@unu.edu
Closing Date : 22 July 2018
Only short-listed candidates will be notified.

About UN University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 SDGs, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information please visit <http://unu.edu>

United Nations University Institute for Water, Environment and Health (UNU-INWEH):

The UNU Institute for Water, Environment and Health (<http://inweh.unu.edu/>) is a member of the UNU family of organizations. Its vision is a world free of water problems where sustainable human development and environmental health and security are assured for all. Its mission is to help resolve pressing water challenges that are of concern to the United Nations, its Member States, and their people. UNU-INWEH pursues its mission through critical analysis and synthesis of existing bodies of scientific discovery; targeted research that identifies emerging policy issues; application of on-the-ground scalable science-based solutions to water issues; and global outreach. UNU-INWEH is the only entirely-water focused Institute within the UNU System, and the only entirely water-related UN entity in Canada. UNU-INWEH is supported by the Government of Canada and hosted by McMaster University.

UNU-INWEH works on several broadly defined, interconnected thematic areas (projects): Water-related Sustainable Development Goals; Unconventional Water Resources, Water Security and Nexus, Managing Water-related Health Risks, and Managing Water Resources Variability and Risks for Increased Resilience (<http://inweh.unu.edu/current-projects/>). Climate change, gender dimensions and capacity building are the cross-cutting themes.

Project Background:

UNU-INWEH, in conjunction with international partners, manages projects under the theme of “Water-related Sustainable Development Goals”. Within this theme, UNU-INWEH has developed and is finalising the trial of an ‘SDG Policy Support System’ (SDG PSS) (<http://inweh.unu.edu/sdg-policy-support-system-language/>) and is developing this system as an online product; is contributing to UN-Water task forces related to SDG implementation; and is contributing SDG expertise to other themes managed by UNU-INWEH.

Responsibilities:

We are looking for an outstanding individual to work closely with Project Leader in support of this theme. More specifically, the incumbent will:

- Support the technical developers who are moving the SDG PSS from an excel product to a dynamic, online system; this will include:
 - leading the testing and error checking of the SDG PSS as it is transferred online, and contributing feedback and suggestions for improvement during online development;
 - designing and recording video tutorials and ‘how to’ tips
 - developing user and technical guidelines
- Assist in the planning and implementation of a “Lessons Learned and Next Steps” project workshop to be held in Ottawa in September 2018;
- Communicate with and support project contacts in potential users in different countries
- Assist the project manager as required, including with project documentation
- Support Project Leader with SDG and related knowledge as requested.

Qualifications and Requirements:

- Post-graduate qualification in water-related discipline including geography, engineering, international development, hydrology or similar;
- At least three (3) years post-graduate work experience in working with an international development or humanitarian organisation, preferably a United Nations agency;
- Project management experience; financial and administrative work in an international environment.
- Knowledge of water management concepts and the Sustainable Development Goals;
- Experience in supporting the translation of Excel products to online applications through wireframes in Balsamiq Cloud;
- Strong interpersonal skills and ability to work in a multi-cultural environment with sensitivity and respect for diversity;
- Ability to prioritize work and multi-task; focus on delivery; self-motivation; and
- Fluency in oral and written English, knowledge of French and Spanish languages is an advantage

Deliverables

- Online tutorials and tips for the SDG Policy Support System
- User and technical guidelines for the SDG Policy Support System
- A presentation on SDG PSS delivered at the project workshop in Ottawa
- Workshop documentation including workshop minutes
- Final project synthesis report

Remuneration and other conditions of service:

Remuneration will be commensurate with qualification and experience of the successful candidate.

This consultancy will require 40 hours per week for six (6) months on a Contract for Individual Contractor (CIC). The consultant may be home based or situated in the UNU-INWEH office in Hamilton, Ontario. If the applicant is home-based, the applicant will be required to spend a minimum of 15 working days, dependent on the nature of the tasks, in the UNU-INWEH office over the whole consultancy period. The consultant is also required to attend the project workshop in Ottawa, scheduled for 19-20 September 2018. The costs of this workshop attendance will be covered by UNU-INWEH separately.

UNU-INWEH reserves the right to cancel this consultancy if a suitable candidate is not identified.

Starting Date: 1 August 2018 or as soon as possible thereafter

Consultant applications should include an estimate of total costs required to support UNU-INWEH for that length of time.

Application Procedure:

Interested applicants should submit their applications by e-mail in the form of an Adobe Acrobat PDF file to hr.inweh@unu.edu. Applications **must** include the following:

- A **separate** cover letter setting out how the applicant's qualifications and experience match the requirements of the position;
- A completed and signed [UNU Personal History \(P.11\) form](#) downloadable from the [UNU website](#)
- Do not use similar forms provided by other United Nations organizations and **do not submit your curriculum vitae**;
- An estimate of total costs required to support UNU-INWEH for that length of time must be included in the application
- An indication of the reference number of the vacancy announcement (2018/UNU/INWEH/CIC/SDG)

Applications that do not include all the requested information will not be considered.

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).