

**INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)  
VACANCY ANNOUNCEMENT No. 92**

**(DEADLINE FOR APPLICATION: 31 January 2025)**

<b>Position/Title</b>	<b>Level (Grade)</b>	<b>Duty Station</b>	<b>Date for Entry on Duty</b>	<b>Duration of Assignment</b>
<b>Communications &amp; Outreach Assistant</b>	<b>GS4 */</b>	<b>YOKOHAMA, JAPAN</b>	<b>1 March 2025</b>	<b>FIXED TERM: ONE YEAR (RENEWABLE)</b>

**1. DUTIES AND RESPONSIBILITIES**

Under the direction and supervision of the Communications and Outreach Officer, in consultation with the Director of Operations:

**Maintain ITTO website**

- Ensure the ITTO website contains relevant and up-to-date information of high quality;
- Assist the creation and editing of web content;
- Update site with news releases, articles, documents, events, videos, photos etc.;
- Upload ITTO publications and related material such as the MIS (Market Information Service) Report, TFU (Tropical Forest Update) Quarterly publication; Technical Series, project outputs etc.;
- Liaise with the website provider to ensure efficient management of the site and on design and layout;
- Monitor user statistics of ITTO website and social media accounts;
- Liaise with translators to ensure on-time posting and updating in all ITTO Official languages and Japanese;
- Liaise with other websites where ITTO information is posted;

**Writing and Editing**

- Drafting and editing news briefs of topics relevant to tropical forestry;
- Edit articles submitted to ITTO;
- Manage information and articles for publishing in the TFU;
- Write reviews of books and other publications related to tropical forestry;
- Assist in the preparation of presentations for ITTO meetings/events;
- Create content for the ITTO's social media communications;
- Assist in editing the Annual Report;

**Communications and Outreach**

- Design and prepare layout of outreach for ITTO activities such as but not limited to: posters, brochures, videos, newsletters and other related collateral;

\*/ The Executive Director reserves the right to make this appointment at a different level than advertised.

- Maintain communications with authors and other individuals who supply content for ITTO publications or website;
- Distribute ITTO publicity information;
- Create and share ITTO social media posts;
- Assist organization and conduct of outreach events, press conferences and contact with media as appropriate; and

#### **Administrative**

- Assist all administrative and financial matters related to communications and outreach
- Maintain calendars and appointments

#### **Others**

- Any other duties as assigned by the Outreach and Communications Officer, in consultation with the Director of Operations, as appropriate.

## **2. QUALIFICATIONS AND EXPERIENCE**

- Excellent verbal and written skills in English and good knowledge of verbal and written skills in Japanese;
- Must be a national of an ITTO Member Country; and
- Suitable university degree;
- Experience in creative media will be an advantage.

## **3. SALARY**

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the ITTO Staff Regulations and Rules.

## **4. APPLICATION**

Written applications including a cover letter explaining how the candidate meets the required qualifications and a resume should be sent by email to [vacancy@itto.int](mailto:vacancy@itto.int) no later than 31 January 2025.

Please note that only applicants who are short-listed will be contacted.

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