INTERNATIONAL RECRUITMENT
Bonn, Germany

VACANCY ANNOUNCEMENT

INFORMATION AND COMMUNICATIONS OFFICER (P-2)

Organizational Unit : Communications Unit, Vice-Rectorate in Europe (ViE)
Reference Number : 2012/UNU/ViE/FTA/ICO/18
Applications to : hrbonn@vie.unu.edu
Closing Date : 17 August 2012

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit www.unu.edu.

United Nations University-Vice-Rectorate in Europe (UNU-ViE):

UNU-ViE is an integral part of the Rector's office and the first Vice Rectorate of UNU outside the headquarters in Tokyo, Japan. Established in May 2007 in Bonn, UNU-ViE aims at strengthening institutional growth of UNU in the world with particular emphasis on Europe and Africa. A further task is dedicated to capacity development in developing and emerging countries and to assist the establishment of UNU “Twin” institutes. For more information please visit www.vie.unu.edu.

United Nations University-Institute for Environment and Human Security (UNU-EHS):

UNU-EHS, established in December 2003, is part of the UNU system, a worldwide network of Research and Training Institutes. Its mission is to advance human security through knowledge-based approaches to reducing vulnerability and environmental risks. For more information please visit www.ehs.unu.edu.
Responsibilities:

Reporting to the Vice-Rector in Europe (ViE) and the Director of UNU-EHS and in collaboration with the Heads of Sections, the main duties and responsibilities of the Information and Communications Officer include the following:

- Develop and implement communication strategy for UNU-ViE and UNU-EHS to promote the understanding of UNU’s aims and programme of work;
- Plan and conduct campaigns, exhibitions and other public awareness activities in support of the office’s activities;
- Keep abreast of developments on UNU’s work both locally and worldwide;
- Manage the Communications Unit’s work and budget plans;
- Handle all press and media related work (prepare press releases, organize, manage and chair press briefings and interviews, reply to media requests);
- Oversee UNU publications to ensure they adhere to the appropriate rules and regulations;
- Advise and consult academic staff on media strategies and issues;
- Handle outreach activities (representation at public events, coordinating visits for groups or the press, prepare and design flyers, newsletters, etc.);
- Maintain and update web based media and social media platforms;
- Maintain close cooperation with external parties such as the press, donors, editors, etc.
- Work with the Head of Communications and other members of the communication team in UNU-HQ to ensure a coordinated approach; and
- Carry out any other duties that may be assigned by the Vice Rector and/or Director of UNU-EHS.

Required Qualifications and Experience:

- MA Degree (or equivalent) in Communications, Journalism, Mass Media, Public Relations, International Relations or a related field;
- Minimum two (2) years experience in a major media organization – print, electronic or broadcast as writer, reporter, editor, correspondent; or experience as a press officer in the public or private sector;
- Excellent writing/drafting/editing skills at a professional journalistic level;
- Organized with excellent time management, forward planning, and prioritization skills, with the ability to work under pressure and meet tight deadlines;
- Knowledge of relevant computer and media applications including familiarity with social media platforms;
- Sound knowledge of journalistic practice in areas of print, broadcast, graphics, video, layout;
- Fluency in both oral and written English and German are essential. Knowledge of any other United Nations official languages, particularly French, would be an asset;
- Proven communication and interpersonal skills including good networking ability, particularly with media at national and international levels;
- Proven supervisory skills.

Remuneration:

Remuneration will commensurate with qualifications and experience and will start at the P-2 level of the United Nations salary scale for professional staff, plus benefits.

For more information please visit: www.un.org/Depts/OHRM/salaries_allowances/salary.htm.
**Duration of contract:**

This is a full time employment. The period of initial appointment will be for a two (2) year term with the possibility of renewal on a rolling fixed-term appointment basis, subject to requirements and satisfactory work performance. The mandatory age of retirement for United Nations staff is 62 years.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University. The Rector reserves the right to appoint a candidate at a level below that is advertised.

Applications from suitably qualified woman candidates and those from developing countries are particularly encouraged.

**Starting date:**

As soon as possible.

**Application Procedure:**

Interested applicants should submit their applications by e-mail (to hrbonn@vie.unu.edu), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at www.unu.edu/employment. Please avoid using similar forms provided by other United Nations organizations;
- full contact information of three (3) referees; and the application must also indicate the reference number of the vacancy announcement (2012/UNU/ViE/FTA/ICO/18).