



UNITED NATIONS  
UNIVERSITY

LOCAL RECRUITMENT  
Dresden, Germany

## VACANCY ANNOUNCEMENT

### COMMUNICATIONS AND ADVOCACY ASSOCIATE (GS-6)

**Organizational Unit** : United Nations University - International Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)

**Reference Number** : 2014/UNU/FLORES/FTA/CAA/26

**Applications to** : **By Post:**  
United Nations University  
International Institute for Integrated Management of Material Fluxes  
and of Resources (UNU-FLORES)  
Ammonstrasse 74  
Dresden, 01067  
Germany

**By E-mail:** [hrflores@unu.edu](mailto:hrflores@unu.edu)

**Closing Date** : 31 October 2014

#### **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 <http://unu.edu>.

#### **United Nations University - Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES):**

The mission of UNU-FLORES is to contribute to the development of integrated and sustainable management strategies for the use of water, soil and waste resources in particular in developing and emerging countries in scientific, educational, managerial, technological and institutional terms. Potential issues of focus include: urban water management, nutrient cycles and budgets, methods for reclamation and rehabilitation of degraded sites, site-specific river-basin scale water management; interaction of land use management and water inventory under differing climate conditions, efficient site-adapted waste management strategies, among others. The Institute develops innovative concepts for target- and region-



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specific knowledge transfer as well as appropriate methodologies and approaches for postgraduate and professional education. The Institute is located in Dresden, Germany.

In 2014, UNU-FLORES will continue its mission and support the policy relevant research and capacity development. The institute has launched a joint Doctoral programme (PhD) together with Dresden University of Technology (TUD).

The institute is also planning to open an Operating Unit in Maputo, Mozambique which will serve as a regional hub for the institute to fulfill its mission.

For more information please visit <http://flores.unu.edu>.

### **Responsibilities:**

Reporting to the Director of UNU-FLORES and work closely with the Manager, Office of the Director as well as the Academic Officers, the Communications and Advocacy Associate shall take the lead in executing the communications and advocacy tasks of the institute, the key responsibilities include:

1. Provide support to the planning and design of internal and external strategies for communication and advocacy focusing on achievement of the following results:
  - Conduct communication needs assessment for the institutes and its research activities;
  - Support the implementation of a communication strategy ensuring the identification of key stakeholders;
  - Develop/produce communication and advocacy tools and materials for marketing and awareness-raising campaigns, including briefing materials and press releases, newsletters etc.;
  - Support collecting, editing and researching information regarding UNU-FLORES in the news, reports, announcements, publications; support developing newsletter for the institute including drafting articles;
  - Assist Academic Officers in developing a comprehensive communication and media strategy in support of their research programmes/projects;
  - Support with Public Relations matters including preparation of documents for high-level meetings, recording public activities and writing briefs and summaries;
  - Support with liaison with media worldwide; draft press releases and other media briefing materials; organize press conference;
2. Ensure the implementation of the UNU-FLORES publications and promotional material strategy and plan focusing on the achievement of the following results:
  - Support editing, proofreading and ensuring all outgoing materials e.g. briefs, brochures, newsletters and publications etc. with high quality, coherence and correctness by following the UN editorial guidelines; draft related documents when necessary;
  - Manage the institute's publication activities; such as drafting articles; managing content; setting norms for publishing and design; maintaining regular contact with printers and other suppliers to ensure efficient production of media materials and necessary dissemination of materials produced.
  - Ensure the dissemination of the materials to the right channels and partners;



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3. Provide support to the maintenance of the UNU-FLORES web site and intranet focusing on achievement of the following results:
  - Ensure information published is accurate and up to date and edit the web stories before publishing;
  - Support publishing and maintaining of information related to UNU-FLORES on the UNU intranet and UNU-FLORES intranet;
  - Support the maintenance of event calendars and record of activities on UNU intranet, UNU-FLORES website and Outlook;
4. Support programme implementation and resource mobilization focusing on achievement of the following results:
  - Promote and support in campaigns and other activities to market the research activities;
  - Take part in planning, coordination and administrative support of UNU-FLORES conferences, seminars, lectures and other events;
  - Support identifying specifications and terms of reference for procurement relating to communications;
5. Ensure facilitation of knowledge building and knowledge sharing focusing on achievement of the following results:
  - Contribute to knowledge networks and communities of practice including corporate communication repositories; Support the effective information and record management;
  - Provide trainings to other UNU-FLORES staff on basic communication skills such as writing press releases, news articles for newsletter, talking with media and how to take good pictures of projects and activities.
6. Perform other tasks assigned by the supervisor.

**Required Qualifications and Experience:**

- First level university degree (Bachelor's equivalent) in journalism, English language, communications, Environmental Sciences or in a related field;
- Minimum four (4) years of progressively relevant professional work experience; of which preferably at the international level;
- Very good command/native level of both oral and written English, proficiency in German is required; knowledge of another UN official language would be an asset;
- Special journalistic and writing trainings and previous experience with press releases and media matters would be an asset;
- Strong proficiency in Microsoft Office applications; good knowledge in databases, Adobe Suite applications and other communications related applications;
- Outstanding presentation, writing, and reporting skills;
- Flexibility and ability to work under pressure and complete tasks within given timeframes; and
- Good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.



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**Remuneration:**

Remuneration will be commensurate with qualification and experience and start at GS-6 level of the General Service salary scale (Germany) of the United Nations Common System, plus benefits. For more information, please visit:

[http://www.un.org/Depts/OHRM/salaries\\_allowances/salaries/germany.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/germany.htm).

**Duration of Contract:**

This is full-time employment. Initial appointment will be on a fixed-term appointment of 2 years with the possibility of renewal on a rolling fixed-term appointment basis, subject to satisfactory work performance.

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

This is a locally recruited post. Suitably qualified women applicants are particularly encouraged to apply.

**Starting date:** As soon as possible

**Application Procedure:**

Interested applicants should submit their applications, preferably by e-mail to [hrflores@unu.edu](mailto:hrflores@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 <http://unu.edu/about/hr>. Please avoid using similar forms provided by other United Nations organizations;
- a full contact information of three (3) referees; and
- the application must also indicate the reference number of the vacancy announcement (2014/UNU/FLORES/FTA/CAA/26).

A written test may be implemented to facilitate the short listing of candidates.