



UNITED NATIONS
UNIVERSITY

**INTERNATIONAL RECRUITMENT
Dresden, Germany**

VACANCY ANNOUNCEMENT

**CONSULTANT
Communications and Advocacy Unit
(Consultant Contract - CTC)**

Organizational Unit	:	United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
Reference Number	:	2015/UNU/FLORES/CTC/CAC/34
Applications to	:	hrflores@unu.edu
Closing Date	:	22 May 2015
Contract Duration	:	6 months

United Nations University (UNU) Objectives:

The UNU is a global think tank and postgraduate teaching organization engaged in research, education and knowledge sharing in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. In this function, the UN University contributes to capacity building, particularly in developing countries, and serves as a platform for new and innovative ideas and dialogue. For more information please visit <http://unu.edu>.

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

UNU-FLORES was established in Dresden, Germany in 2012. As part of the UNU, the institute helps build a bridge between the academic world and the United Nations. UNU-FLORES contributes to the development of integrated and sustainable management strategies for the use of water, soil and waste resources in scientific, educational, managerial, technological and institutional terms. Focusing particularly on the needs of developing countries and emerging economies, UNU-FLORES conducts research, capacity development, advanced teaching and training activities, as well as knowledge dissemination efforts. In all activities, UNU-FLORES advances a nexus approach to the sustainable management of environmental resources. For more information please visit <http://flores.unu.edu>.

Responsibilities

Under overall authority of the Director of UNU-FLORES, and the supervision of the Communications and Advocacy Associate, the Consultant provides revisory and reporting support to the Communications and Advocacy Unit, the Office of the Director, and the institute as a whole. The position requires an understanding and command of both text creation and revision, project organization, and an excellent command of the English language. The day-to-day work entails producing print and online materials, as well as assisting with website maintenance and general communications projects. The successful candidate will assist in carrying out the following tasks:

1. Newsletter and Communications Products
 - Developing a UNU-FLORES based newsletter;
 - Identifying, collecting, and editing content for newsletter;
 - Establishing and maintaining a newsletter subscriber list;
 - Ensure all newsletters are posted on the website/intranet as appropriate and providing feedback;
 - Producing various kinds of communications products.
2. Project-Based Editing
 - Assist in the selection and preparation (editing) of content for external distribution, including but not limited to collecting, formatting and proofreading both public outreach materials and scholarly manuscripts;
 - Providing the Academic Units with editorial support for English language materials, such as (research) project proposals and manuscripts, etc.
3. Reporting
 - Producing various reports on a regular basis for the office of the Director including monthly communications and activities report, statistics, summary of research outputs etc.;
 - Producing special reports whenever required;
 - Establishing a database of publications.
4. Web Content Assistance
 - Updating the web content in a timely and accurate manner;
 - Producing approx. three topical news articles, of appropriate length and quality a week;
 - Maintain events section.
5. Library Support
 - Cataloging library materials and in the internal material loan system;
 - Archiving UNU-FLORES Material;
 - Identifying procurement needs of appropriate materials.
6. Communications Admin Support
 - Developing and maintaining a UNU-FLORES contact and distribution database with various lists (i.e., research community, local press, international press, UN System Partners, etc.);
 - Communications logistical support when required;
 - Dissemination of materials;
 - Assist with day-to-day general editing and communications tasks assigned by the supervisor.

Required Qualifications and Experience:

- A Bachelor's degree (or equivalent) in communications, journalism, international relations, political science, English, a social science or in a related field or secondary education with extra years of working experience in the fields of communications, public relations or journalism will be considered in lieu of a first level university degree;
- Minimum one (1) year of progressively relevant professional work experience; of which preferably at the international level;
- Special copy editing or proofreading trainings would be an asset;
- Experience in drafting and editing texts for both an academic and a general audience highly desirable;
- Excellent knowledge of Microsoft Office Suite (Word & Excel) is essential;
- Good proficiency of databases, and other communications related applications;
- Exceptional command of both oral and written English. Knowledge of other UN official languages would be an asset;
- Good team player with strong interpersonal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:

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

Duration of Contract:

The successful candidate shall work under the Consultant Contract (CTC) for a fixed period of six (6) months for the above-mentioned project. No consultant shall provide services for more than twenty-four (24) months in a thirty-six (36) –month period.

The successful candidate will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations.

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

Starting Date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications by email (to 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 curriculum vitae and a completed and signed [UNU Personal History \(P.11\) form](#) downloadable from the [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- full contact information of three (3) referees; and
- the email subject must comply with the format (Last Name_2015/UNU/FLORES/CTC/CON/34).

Only short-listed candidates will be contacted.