LOCAL RECRUITMENT
Bonn, Germany

VACANCY ANNOUNCEMENT

INFORMATION AND COMMUNICATIONS ASSOCIATE
(Personnel Service Agreement - PSA)

Organizational Unit : Communications Unit, Vice-Rectorate in Europe (ViE)
Reference Number : 2013/UNU/VIE/PSA/ICA/48
Applications to : hrbonn@vie.unu.edu
Closing Date : 25 August 2013

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-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:

Under the authority of the Vice Rector in Europe and the supervision of the head of the Communications Unit, the appointee shall carry out the following tasks:

- Support the drafting and editing of communication materials such as website features, press releases and newsletter in consultation with the head of the section;
- Provide support in building the digital presence of all UNU units in Bonn by drafting and posting content on relevant online channels;
- Support the development of a digital communication strategy and related guidelines;
- Update and maintain the organizations’ websites using Content Management System (CMS);
- Provide support in the organization of outreach activities and events;
- Assist in carrying out duties related to journalistic affairs, such as developing and maintain media distribution lists;
- Support the communications team in the daily tasks of the unit's work;
- Perform other duties as may be assigned.

Required Qualifications and Experience:

- Bachelor’s degree in Communications, Journalism, Mass Media, Public Relations, International Relations or a related field;
- Minimum two (2) years of experience in a communication role with a focus on digital media;
- Knowledge of relevant digital applications including familiarity with social media platforms and familiarity with CMS;
- Familiarity with the international media landscape and journalist working practices;
- Proven communication and interpersonal skills, including good networking ability;
- Fluency in both oral and written English is required. Knowledge of German or other United Nations official languages would be an asset;
- Excellent writing/drafting/editing skills;
- Excellent time management, forward planning, and prioritization skills, with the ability to work under pressure and meet tight deadlines;
- A 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.

Remuneration:

Remuneration will commensurate with qualifications and experience.

Duration of Contract:

This is a full-time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU-ViE, with the possibility for renewal subject to requirements and satisfactory work performance.

The successful candidate will be employed under a local contract and will not hold international civil servant status nor be a “staff member” as defined in the UN Staff Rules and Regulations.

Applications from suitably qualified women candidates are particularly encouraged.
Starting Date:

As soon as possible.

Application Procedure:

Interested applicants should submit their applications by email (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 http://unu.edu/about/hr. Please avoid using similar forms provided by other United Nations organizations;
- full contact information of three (3) referees; and
- an indication of the reference number of the vacancy announcement (2013/UNU/VIE/PSA/ICA/48).