



**UNITED NATIONS
UNIVERSITY**

INTERNATIONAL RECRUITMENT Guimarães, Portugal

VACANCY ANNOUNCEMENT

Communications Assistant (graphic design) (Personnel Service Agreement - PSA)

Organizational Unit	:	United Nations University Operating Unit on Policy-Driven Electronic Governance (UNU-EGOV)
Reference Number	:	2017/UNU/EGOV/PSA/COM/106
Applications to	:	egov-recruitment@unu.edu
Closing Date	:	10 December 2017
Starting Date	:	As soon as possible

United Nations University (UNU)

The United Nations University (UNU) is an international community of scholars engaged in research, capacity building, postgraduate training and the dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. The University functions as a think tank for the United Nations system, 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>.

Operating Unit on Policy-Driven Electronic Governance (UNU-EGOV)

The central purpose of the United Nations University Operating Unit on Policy-Driven Electronic Governance (UNU-EGOV), located in Guimarães and hosted by the University of Minho, is to support the Member States of the United Nations in transforming the mechanisms of governance and building effective governance capabilities through strategic applications of Information and Communication Technologies (ICT) to contribute to sustainable development, social inclusion and active citizenship.

In fulfillment of its purpose UNU-EGOV:

- carries out policy-relevant research;
- translates research findings into relevant policy instruments;
- builds capacity in localizing and applying such instruments within and among governments, the UN system, academic and other relevant organizations;
- builds and maintains research and policy networks to share the lessons learnt, foster mutual learning, and bridge research and policy worlds; and
- monitors, evaluates and disseminates the latest developments in the area.

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

Functions and duties:

UNU-EGOV is recruiting a Communications Assistant (graphic design) to provide creative, technical and editorial support to its communications function, research projects, and activities.

Under the overall authority of the head of UNU-EGOV, and the supervision of the programme and administrative services officer, the Communications Assistant (graphic design) will contribute to raise the awareness and profile of UNU-EGOV among its stakeholders by reinforcing its branding.

The position requires an understanding of how to best execute messages of the organisation in an engaging way and a sound command of both print and web skills. The day-to-day work entails producing print and online materials, as well as assisting with website maintenance, editorial tasks and general communications projects. Successful candidates will carry out the following tasks:

1. Communication Design

- Creatively conceive, propose, and design communication material, as well as advertising and promotional products in accordance with UNU guidelines;
- Under the supervision of the programme and administrative services officer, ensure that all outputs are smoothly and responsively achieved, from the initial conception until the final product;
- In consultation with researchers and other relevant staff, establish illustrative requirements to meet communications objectives for various communications materials (e.g. posters, reports, policy briefs, booklets, brochures, and other material);
- Spearhead the layout, typesetting, and preparation of electronic and print information elements. Determine specifications for size, paper, illustrations, colours, etc;
- Gather information for articles or features; take photographs and create/edit graphics;
- Assist in the development and maintenance of a photo and video library.

2. Website Design and Maintenance

- Design web-based graphics, such as web banners, infographics, content for social media campaigns, etc;
- Edit and maintain webpages and related communication products;

3. General Communications Tasks

- Monitor quality and ensure accuracy and consistency of all branding materials;
- Assist in the communications and relationship management of all events organized by UNU-EGOV (conferences, seminars, workshops, etc);
- Obtain clearances and copyrights for multimedia materials;
- Perform other tasks as assigned by the supervisor.

Qualifications and experience required:

- Completed Bachelor's degree (or equivalent) in Communication Design, Graphic Design, Communication Sciences or a related field;
- Excellent knowledge of Adobe Creative Suite (Photoshop, Illustrator & InDesign);
- Strong proficiency in Microsoft Office applications (Word, Excel, Outlook);
- Fluency in spoken and written English;

Competencies required:

- Good team player with strong communication skills;
- Flexibility and ability to work under pressure and complete tasks within given timeframes;
- Attention to detail;
- Ability to work in multi-cultural and multi-ethnic environment; and
- Dedication to the core UN values – integrity, professionalism and respect for diversity.

Applications from suitably qualified women candidates are particularly encouraged.

Conditions of employment:

This is a full-time employment for a fixed period of one (1) year (renewal will be subject to performance) on a Personnel Service Agreement (PSA) with UNU-EGOV. Qualified candidates interested in a part-time position may also be considered for the position.

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

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

Applications Procedure:

Interested applicants should submit their applications (in English) by email to egov-recruitment@unu.edu indicating the reference number of the vacancy announcement (2017/UNU/EGOV/PSA/COM/106) and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position (please provide examples from your graphic and web portfolio);
- a CV 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;

The applications received by the closing date will be evaluated by the Selection Committee against the required qualifications and experience. Candidates selected for the second phase will be invited for an interview and a written test related to the profile.

All candidates will be informed of the outcome of their applications.

Requests for information:

UNU-EGOV
Campus de Couros, Rua de Vila Flor 166,
4810-445 Guimarães
Portugal
Tel.: +351 253 510852
Email.: egov-recruitment@unu.edu