Duty Station: Dresden, Germany

VACANCY ANNOUNCEMENT

Communications and Advocacy Assistant
(Personal Service Agreement – PSA)
(Full Time)

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

Reference Number: 2020/UNU/FLORES/PSA/CAA/37

Applications to: hrflores@unu.edu

Closing Date: 10th May 2020

About United Nations University:

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU’s work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information, please visit http://unu.edu.

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

The mission of UNU-FLORES is to contribute, through research, capacity development and dissemination of knowledge, to the resolution of pressing challenges in the area of sustainable use and integrated management of environmental resources (water, soil and waste), particularly in developing and transitional countries. It aims to serve within the UN as the think-tank on resources management and be internationally recognized as major hub and intellectual focal point promoting integrated management strategies addressing in particular the needs of developing and emerging countries. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit http://flores.unu.edu.
Responsibilities

Under the authority of the Director of UNU-FLORES, and the direct supervision of the Digital Communications Officer, the Communications and Advocacy Assistant supports with the delivery of the communications and advocacy portfolio within the institute. The successful candidate will be responsible for the supporting in the following tasks

1. Social Media Management
   - Create content – including the production of audio-visual assets – for the UNU-FLORES social media accounts and respond to social media conversations in a proactive and transparent manner;
   - Assist in developing campaigns for the Institute and partners to increase reach and engagement;
   - Monitor the latest trends and developments in the social media realm, ensuring that UNU-FLORES social media presence and content are up-to-date and relevant.

2. Website Maintenance
   - Create content for the news section of UNU-FLORES institutional website;
   - Ensure the dynamic content of the website is regularly updated using the institute’s Content Management System (CMS);
   - Support the production of the newsletter;
   - Act as the Institute’s focal point for UNU Collections, ensuring seamless integration between various databases (Experts, Collections, Pelikan).

3. Library Management
   - Implement the cataloguing of library materials and in the internal loan system;
   - Ensure a regular physical verification of library assets;
   - Archive UNU-FLORES material.

4. Administration
   - Regularly collect and assess data and analytics on social media activities, website activities, and media coverage;
   - Support with media relations;
   - Provide support with implementing the communications strategy as requested by the supervisor;
   - Provide translation support into German on a need’s basis;
   - Ensure the dissemination of publications;
   - Assist the supervisor in networking and advocacy work with partnering institutions;
   - Assist with day-to-day communications tasks as needed;
   - Perform other related duties as assigned by the Director or the supervisor.

Required Qualifications and Experience:

- A Bachelor’s degree in one or more of the following disciplines: Communications, Journalism, International Relations, Political Science, English, Social Science, or a related field;
- A minimum of three years of experience in communication, journalism, international relations, or relevant area;
- A Master’s degree plus one year of qualifying experience may be accepted in lieu of having three years of experience;
- Strong planning and organisation skills, time management skills, with the ability to communicate clearly, and efficiently;
- Strong knowledge and experience with the Microsoft Office Suite (Word, Excel, PowerPoint);
- Proficiency in both oral and written communication in English and German;
- Must be flexible with the ability to establish priorities and work within prescribed timelines;
• Must have the ability to work independently and report work activities in a timely and proactive manner;
• Must have knowledge and experience with digital tools and applications, including but not limited to social media platforms and CMS (such as WordPress);
• A demonstrated track record of creating successful content for websites and/or social media platforms, especially Facebook, Twitter, LinkedIn, and Instagram;
• Experience with creating and editing videos is essential;
• 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.

Desirable Qualifications and Experience:

• Experience working within the United Nations University or United Nations system would be highly advantageous;
• Experience in drafting and editing texts for both academic and general audiences would be highly desirable;
• Experience with tracking social media analytics would be advantageous;
• Knowledge of other official UN languages would be an asset;
• Proofreading and copyediting training and experience would be an asset;
• Experience using and developing databases, and communications related applications would be highly desirable, knowledge of database languages would be an asset;

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organisation.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

Remuneration:

This is an employment under Personnel Service Agreement contract (PSA). This is a junior level position supporting the Communication and Advocacy Unit with scope for growth and additional responsibility. Remuneration will be commensurate with the qualification and experience of the successful candidate.

This position carries an annual leave entitlement of 2.5 working days per month (a total of 30 days of paid annual leave per year), and private health insurance coverage.

Duration of Contract:

This position is being offered as a full-time position for a one (1) year Personnel Service Agreement (PSA) contract with UNU-FLORES, with the possibility for renewal subject to fund availability and satisfactory work performance. The combined duration of appointment shall not exceed six (6) years.

The successful candidate will be employed under a personnel service agreement based in Dresden, Germany and will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations.

Starting Date: As soon as possible

Application Procedure:

Interested applicants should submit their applications by email to hrflores@unu.edu
Applications must include the following:

1. A cover letter;
2. A curriculum vitae;
3. 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 organisations;
4. A copy of any education certificates, as listed in section 20.A of the P.11 form;
5. Please insert the following reference number in the subject 2020/UNU/FLORES/PSA/CAA/37.

Please note only shortlisted candidates will be contacted.

As part of the recruitment process candidates may be asked to complete written tests and demonstrate language skills.