



**UNITED NATIONS  
UNIVERSITY**

**Duty station: Dresden, Germany**

**VACANCY ANNOUNCEMENT  
Advocacy and Political Affairs Officer  
(Fixed-Term appointment P-2)**

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

**Reference Number** : 2020/UNU/FLORES/FTA/APAO/124664

**Applications to** : [hrflores@unu.edu](mailto:hrflores@unu.edu)

**Closing Date** : 29 October 2020

**About UN 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.

**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 recognised as a 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>.

**Background**

The Advocacy and Political Affairs Officer will manage the design and implementation of the advocacy and communication strategy of UNU-FLORES. The Officer will promote the agenda of UNU-FLORES and raise awareness of the substantive work of the Institute, as well as supporting the academic staff with advocacy and communication activities. S/He will support the Institute to have a greater impact on policy. The Officer will work in close collaboration with the Partnerships and Liaison Officer (P&LO) and may work in close partnership with other UNU institutes, local, national, and international media, subject matter experts, external partners, Government officials, and donors. The successful candidate will work closely with the Office of Communications at UNU Centre.

## **Responsibilities**

Under the overall authority and direct supervision of the Director of UNU-FLORES, the successful candidate will manage a unit at UNU-FLORES composed of advocacy, communications, editorial work, and event management and will be responsible for the following tasks:

- Plan, develop, and implement the Institute's advocacy strategy, evaluate the results and impact of the advocacy activities;
- Raise public awareness and advocate for UNU-FLORES' agenda through the dissemination of information, writing and publication of thematic articles, prepare and distribute advocacy materials;
- Monitor and analyse international, national, and regional political developments, trends, and emerging issues in areas related to the mandate and work of UNU-FLORES and provide advice to the scientific units;
- Plan and facilitate the development and implementation of a digital content strategy and contribute to the development of critical communication, advocacy, and outreach products (text, photography, graphics, infographics, animation etc.);
- Act as a spokesperson to the media, governments, stakeholders, and other actors;
- Actively participate in the development of project proposals to ensure that advocacy and outreach activities, e.g. events are sufficiently included in each project;
- Search for events for the academic staff to attend and promote the message of UNU-FLORES to reach wider audiences;
- Identify key short-term and long-term opportunities that can influence the Institute's policy impact;
- Develop and maintain strategic collaborations with key stakeholders to support the scientists achieve their goals;
- Liaise with partners to undertake outreach activities, content development, information exchange, and innovative advocacy, communication, and outreach tools;
- Plan and facilitate the development and implementation of a digital content strategy and contribute to the development of critical communication, advocacy, and outreach products (text, photography, graphics, infographics, animation etc.);
- Perform other duties as assigned by the Director.

## **Required Qualifications and Experience:**

- A PhD in mass communication, media, journalism, International Relations, Social Sciences, or a related field. A master's degree with an additional two years of research and advocacy experience may be accepted in lieu of an advanced degree;
- Minimum of five years of progressively responsible experience in advocacy and communications, political affairs, or a related field is required;
- Experience in advocacy related explicitly to scientific content, protocol, and high-level communications with governments, the scientific community, and donor agencies would be highly advantageous;
- Experience using social media tools, CMS, Office software, excellent knowledge, and experience of handling web-based management systems;
- Experience with innovative advocacy tools as well as video and audio editing tools would be highly beneficial;
- Proficiency in both oral and written English as well as excellent analytical writing skills is mandatory, proficiency in German would be highly advantageous;
- Strong planning, organisation and time management skills, with the ability to communicate clearly, and efficiently;
- Must be flexible with the ability to establish priorities and work within prescribed timelines;
- Demonstrate pro-activeness with innovative ideas, and follow up on initiatives;
- Excellent team player with strong interpersonal skills as demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

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.

**Duration of contract:**

This is a full-time, fixed-term appointment and an internationally recruited post. The initial appointment will be for a period of one (1) year with the possibility of renewal in accordance with the UN Staff Rules and Regulations and the UNU Personnel Policy. The combined duration of fixed-term appointments shall not exceed six (6) years.

**Remuneration:**

We offer a competitive (tax-exempted) net salary at the P.2 level commensurate to the level of experience and allowances, including post adjustment. Post adjustment is subject to change.

The post carries the standard set of UN entitlements/benefits, including participation in the United Nations Joint Staff Pension Fund, the possibility of participation in a health insurance programme, education grant for eligible children, removal expenses and home leave. For more information, please visit:

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

The Rector reserves the right to appoint a suitable candidate at a lower category.

This position carries an annual leave entitlement of 2.5 working days per month (a total of 30 days of paid annual leave).

**Starting Date:** As soon as possible

**Application Procedure:**

Interested applicants should submit their application materials by email to [hrflores@unu.edu](mailto:hrflores@unu.edu).

Applications must include the following:

1. A completed and signed [P11 form](#); please avoid using similar forms provided by other United Nations organisations
2. A curriculum vitae
3. Cover letter detailing how your qualifications and experience match the requirements of the position and the specific contributions you can make to the UNU. Please include the vacancy announcement reference number: 2020/UNU/FLORES/FTA/APAO/124664
4. Digital copies of your degree certificate(s)/diploma(s) as listed in section 19a of the P11 form

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.