New York, NY, USA

VACANCY ANNOUNCEMENT

Communications and Events Officer - Finance Against Slavery and Trafficking (FAST) Initiative Personnel Service Agreement (PSA)

Organisational Unit: United Nations University – Centre for Policy Research
Reference Number: 2021/UNU/CPR/PSA/CEO/FAST/62
Closing date: 18 July 2021

About UN University

The United Nations University (UNU) is an international community of scholars engaged in policy-oriented research, capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. UNU’s mission 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 the past four decades, UNU has been a go-to think tank for impartial research on human survival, conflict prevention, sustainable development, and welfare. With more than 400 researchers in 12 countries, UNU’s work spans 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.

About United Nations University Centre for Policy Research (UNU-CPR)

United Nations University Centre for Policy Research in New York is an independent think tank within the United Nations system. We combine research excellence with deep knowledge of the
multilateral system to generate innovative solutions to current and future global public policy challenges. For more information on UNU-CPR and its work, please visit [http://cpr.unu.edu](http://cpr.unu.edu).

**The Finance Against Slavery and Trafficking (FAST) initiative**

FAST is a multi-stakeholder initiative launched in response to calls from the G7, the G20 and the United Nations General Assembly to mobilize the financial sector in the fight against modern slavery and human trafficking. In under two years, the initiative has already had substantial impact, having trained thousands of financial sector professionals in more than 130 countries, mobilized institutional investors to tackle modern slavery and human trafficking, developed risk analysis tools for the sector, and provided input into a range of multilateral and regulatory policy processes. It has also organized a coalition of banks and survivor support organizations to provide survivors with improved access to financial services.

Owing to the generous support of FAST donors, the project has been extended by a further three years and is poised for growth.

**Position Overview**

The UNU Centre for Policy Research is looking for a Communications and Events Officer for the FAST initiative to advance project aims and promote outputs, as well as to enhance the initiative’s profile, policy impact and reach. Working with the FAST Project Director and Head of Communications for the United Nations University Centre for Policy Research as well as the FAST project team, the Officer is a crucial team member dedicated to building and extending the FAST community. The position will also support other UNU-CPR communications initiatives and events, helping to further strengthen the Centre’s influence and audience.

**About You**

You are a flexible, creative and proactive communications professional with experience of events management, able to accommodate shifting priorities with an eye to meeting key overarching objectives. Detailed-oriented, you have excellent writing and editing skills and are experienced in content creation. A self-starter, you enjoy working both collaboratively and independently but do not require regular supervision to work effectively in multi-partner project teams. You bring a positive outlook and have a strong client service orientation and can interact well with diverse groups and individuals, including diplomats and other high-level government officials as well as private sector leaders. You thrive in innovative and purpose-oriented settings and are committed to diversity, equality, and building a workplace that values excellence, empathy, and individual growth equally.

**Responsibilities**

The Communications and Events Officer will:

- Develop creative and innovative outreach strategies to disseminate products to the right audiences at the right time to promote the FAST initiative and its objectives, using new and established communications channels;
• Coordinate, design and produce a variety of communications products including a monthly newsletter, multimedia products, training solutions and other digital outputs;
• Provide broad communications support, including website development and maintenance, content creation and curation, editorial support and strategic messaging;
• Implement all aspects of event planning and execution, including event collateral creation and marketing;
• Plan and organise meetings and workshops, including for events held abroad and those held in-person, virtually and in hybrid format;
• Monitor policy developments and news relating to the intersection of finance and modern slavery to feed into communications products and dissemination strategies;
• Compile and maintain data and reports in relation to communication outputs and events;
• Provide support to other UNU-CPR communications initiatives and events, particularly virtual events and UNU-wide initiatives.

Required Qualifications and Experience:

• A graduate qualification (Bachelor’s degree) in communications, journalism, project management, business or a related field;
• At least 4 years of relevant communications experience required, ideally with events experience;
• Experience with MS Office applications (MS Word, Excel, PowerPoint and Outlook), Adobe Creative Suite, and WordPress or equivalent is required;
• Excellent writing, editing and project management skills with a strong attention to detail;
• Full professional proficiency in English, knowledge of other language(s) desirable;
• Experience working with the UN, Member States, NGO or international organizations desirable;
• Experience in dealing with matters related to business and human rights, modern slavery/human trafficking, sustainable finance or corporate social responsibility would be an advantage;
• Strong ability to establish priorities, multi-task and work within tight timelines;
• Ability to work independently and report work activities in a timely and proactive manner; and
• Solid interpersonal and problem-solving skills demonstrated by the ability to work in a multi-cultural environment with sensitivity and respect for diversity and gender parity.

At UNU-CPR, we value creativity, curiosity, openness, and respect. The Centre is an inclusive environment welcoming of diversity, where personnel are encouraged to share experiences and perspectives, and support colleagues that challenge the status quo. It is an empowering space that offers all personnel, irrespective of status or background, the opportunity to innovate and enrich our shared community.

Remuneration

The successful candidate will be employed under an international PSA contract. UNU offers an attractive compensation package including an annual net salary in the range of USD 60,000 – USD
70,000, commensurate with the experience and qualifications of the candidate. Benefits include 30 days annual leave and a health insurance scheme.

UNU will cover the cost of travel of the individual to the duty station. Travel costs are covered only in the event that the function will be undertaken physically in the duty station and excludes working from home arrangements.

UNU is not liable for any taxes that may be levied on the remuneration you receive under this contract. Payment of any such taxes remains the sole responsibility of PSA holders.

**Duration of contract**

The duration of the initial contract is 1 year. This is Personnel Service Agreement (PSA) contract with UNU, with the possibility for renewal subject to requirements and satisfactory work performance. The combined duration on a PSA contract with UNU may not exceed six (6) years. The mandatory age of retirement for PSA holders is 65 years.

**Expected start date**

1 September 2021 or sooner

**Application Procedure**

Interested applicants should submit their application online through Impactpool by 18 July 2021 and must upload the following documents:

- A cover letter setting out how your qualifications and experience match the requirements of the position;
- 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; and
- A full CV.

**Assessment**

Evaluation of qualified candidates may include an assessment exercise and will include up to two rounds of interviews, background, and reference checks.

**Special notice**

PSA holders do no hold international civil servant status nor are they considered a “staff member” as defined in the UN Staff Rules and Regulations.

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 organization. Applications from developing
countries, and from women are strongly encouraged. Eligible internal applicants are also encouraged to apply.

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.

**Information about UNU rosters**

UNU reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNU at the same grade level and with similar job description, experience and educational requirements.

**Scam warning**

UNU does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.