Duty station: Kuala Lumpur/Malaysia

VACANCY ANNOUNCEMENT

Programme & Communications Assistant (Personnel Service Agreement - PSA)

Organisational Unit : United Nations University International Institute for Global Health
Reference Number : 2021/UNU/IIGH/PSA/PCA/94
Applications to : recruitigh@unu.edu
Closing Date : 22 November 2021

United Nations University (UNU)

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. 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 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.

About UNU International Institute for Global Health (UNU-IIGH)

UNU-IIGH is one of 14 research and training centres that comprise the UNU system. As a UN think tank, the mission of UNU-IIGH is to build knowledge and capacity for decision-making by UN agencies, programmes, and member states about global health issues. The aim is to contribute to the development and strengthening of health services policy frameworks and management actions, particularly for people in developing countries, and to support implementation of promotive and preventive approaches to human health. UNU-IIGH’s research and capacity building in global health relates specifically to informing the policy debates and directions that ensure that in keeping with the Sustainable Development Goals (SDGs) “no one is left behind”.

We are looking for outstanding individuals with a strong commitment to clear communication and the potential to bring a significant contribution to increasing the visibility of UNU-IIGH’s brand and communications outputs. For more information please visit http://iigh.unu.edu
UNU-IIGH recognises the need to communicate its research and findings to the policy-making community, including those within the UN, researchers and international organisations. In particular, we seek to communicate our work with people and organisations in the Global South. In this context, UNU-IIGH seeks to:

1. Build and grow our networks and audience by leveraging the strength of the Institute’s convening power to facilitate the translation of evidence to policy.
2. Increase the impact of our research by ensuring greater uptake by key target audiences through the production of high-quality, customised, and readily accessible knowledge products and services.
3. Promote UNU-IIGH expertise by increasing the visibility of the Institute via a variety of communications and dissemination channels and through showcasing key research findings of our experts.
4. Present a recognisable and consistent brand.

Responsibilities

Under the supervision of the Programme Manager – Knowledge Management & Communications, the Programme and Communications Assistant will assist with implementing the Institute’s communications strategy, particularly on digital content development and website management. The Communications Assistant will:

1. Provide administrative support in the development and implementation of IIGH’s communications strategy
   - Provide background information for the development of the Institution’s communication strategy;
   - Assist with communicating the Institute’s projects and events with the UNU Office of Communications;
   - Assist with the communications and logistics of institutional online seminars and workshops and providing inputs to briefing materials and press releases, as necessary.

2. Provide administrative support to the development of IIGH’s advocacy materials
   - Assist with conceptualisation and implementation of engaging campaigns on UNU-IIGH research and activities.
   - Gather identifying storylines and achievements within the Institute;
   - Draft press releases, articles, key messages and other advocacy materials;
   - Review translations, contact with printers and other suppliers to ensure production;
   - Maintain library/database of reference materials and photos; and
   - Follow communications guidelines from HQ/OC.

3. Provide support in the management of the IIGH’s social media presence and website
   - Gather information for the development of content for the IIGH’s website and social media channels;
   - Assist with the editing of articles and overall web content to ensure accuracy, clarity, and consistency with UNU-IIGH’s goals, strategies, policies, and brand;
   - Assist in drafting digital communication materials, including news stories, social media posts, and other communication products;
   - Contribute to a web/social media content calendar, monitoring and planning content and the achievement of those content goals;
   - Assist with UNU-IIGH’s social media channels including, but not limited to, building online communities and monitoring digital media activity and engagement;
Update the website and social media channels, as required;
 Provide support on special web/digital/media projects undertaken by the IIGH; and
 Maintain files, databases, and systems relevant to the IIGH’s digital presence.

4. Facilitate knowledge management and sharing
   - Provide support in publishing the Institute’s knowledge products including securing a DOI/ISBN, uploading on UNU Collections, etc.;
   - Contribute to the identification of best practices and lessons learned;
   - Organize internal trainings and workshops on communication practices.

5. Perform other tasks assigned by the Institute’s management and the supervisor.

Key Performance Indicators
- Timely and quality delivery of publications and convening-related tasks
- Timely organization of communications and logistics support to online seminars and workshops
- Timely inputs to communication and advocacy materials
- Timely delivery quality administrative support
- Webpages are well-maintained

Competencies
Values:
- **Inclusion** - Take action to create an environment of dignity and respect for all, regardless of age, culture, disability, ethnicity, gender, gender identity, gender expression, geography, grade, language, nationality, racial identity, religion, sex, sex characteristics, sexual orientation, social origin or any other aspect of identity.
- **Integrity** - Act ethically, demonstrating the standards of conduct of the United Nations and taking prompt action in case of witnessing unprofessional or unethical behaviour, or any other breach of UN standards.
- **Humility** - Demonstrate self-awareness and willingness to learn from others.
- **Humanity** - Act according to the purposes of the United Nations: peace, dignity and equality on a healthy planet.

Behaviours:
- **Connect and Collaborate** - Build positive relationships with others to advance the work of the United Nations and work coherently as One UN.
- **Analyse and Plan** - Seek out and use data from a wide range of sources to understand problems, inform decision-making, propose evidence-based solutions and plan action.
- **Deliver Results with Positive Impact** - Hold oneself and others accountable for delivering results and making a positive difference to the people and causes that the United Nations serves.
- **Learn and Develop** - Pursue own learning and development and contribute to the learning and development of others.
- **Adapt and Innovate** - Demonstrate flexibility, agility and the ability to think and act in novel ways.

Required qualifications and experience
- Master’s Degree in Communications, Journalism, International Development or a related field
- At least two (2) years of work experience in the communications field, planning, writing, editing, and producing communications through a variety of print and online media, preferably in an academic institution, research think-tank, international organization or NGO
- Exceptional written, oral, interpersonal, and presentation skills. Demonstrated ability to convey messages through clear and concise writing
- Experience managing websites and social media
- Photography and/or video production skills an advantage
- WordPress experience an advantage
- Experience with webinars and online learning platforms. Proven experience in designing and managing knowledge management platforms and of recording and store information in a physician and digital format
- Experienced in working with a large range of stakeholders including donors and partners in a multicultural, multi-ethnic environment
- Proven organizational skills and ability to take initiative, prioritize and deliver results in a fast-paced work environment; High level of competency with MS Office Software (Word, Excel, PowerPoint, Outlook)
- Experience in handling of web-based management systems and ERP experience is an advantage
- UN working experience is desirable; Other Desirable Skills: Strong attention to detail, strong conceptual abilities, sound judgment, drafting ability, resilience, and an interest in development work
- Fluency in English is required; Knowledge of another UN official working language is an asset

**Remuneration:**

The successful candidate will be employed under a local PSA contract and no relocation allowance apply. UNU offers an attractive compensation package including annual net salary in the range of RM50,770 – RM56,186, commensurate with the experience and qualifications of the candidate. Benefits include 30 days annual leave and a health insurance scheme.

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:**

This is a full-time appointment. 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 of full-time PSA appointments with UNU may not exceed six (6) years. The mandatory age of retirement for a PSA is 65 years.

**Starting Date:** 3 January 2022

**Application Procedure:**

Interested applicants should submit their application materials by email to recruitilgh@unu.edu

Applications must include the following:

- 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 with a list of publications.

You may also refer to the following websites when you are compiling your application:

Assessment

Evaluation of qualified candidates may include an assessment exercise, followed by a competency-based interview, background checks and references.

Special notice

PSA holders do not 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.