



**UNITED NATIONS
UNIVERSITY**

Bonn, Germany

VACANCY ANNOUNCEMENT

Communication Associate (Personnel Service Agreement - PSA)

Organizational Unit : United Nations University – Vice-Rectorate in Europe (UNU-ViE)
Reference Number : 2017/UNU/ViE/PSA/CA/42
Applications to : hrbonn@vie.unu.edu
Closing Date : **26 June 2017**

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and 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 more information, please visit <http://unu.edu>.

The United Nations University Vice-Rectorate in Europe (UNU-ViE)

UNU-ViE concentrates on relationships between advancing science and technology for human security. In addition to its scientific core mandate, it administers the central units providing service to five UNU entities in Bonn (<http://www.bonn.unu.edu/>). The central administration units include Finance, Human Resources, Information Communication Technology, Communication Services, Procurement and General Administration. These units also assist with the administration of new UNU initiatives in Europe and Africa. For more information on the organization, please visit the following websites: www.vie.unu.edu

United Nations University-Institute for Environment and Human Security (UNU-EHS)

UNU-EHS, established in December 2003, is part of the UNU system, a worldwide network of Research and Training Institutes. Its mission is to advance human security through knowledge-based approaches to reducing vulnerability and environmental risks. For more information, please visit www.ehs.unu.edu.

The Communications unit

This Unit provides strategic communication services for all UNU entities based in Bonn with an overall priority on UNU Institute for Environment and Human Security (UNU-EHS). This includes press and media work, public outreach drafting articles, newsletters and flyers, handling of publication production, as well as website and social media development and management.

Responsibilities

Under the authority of the Vice Rector in Europe and the supervision of the Head of the Communications Unit, the appointee shall carry out the following tasks:

Writing and editing

- Draft and edit engaging and concise communication materials, including fact sheets, press releases, media advisories, flyers and website features and social media posts.
- Synthesize research results, filter relevant key messages and facts from scientific publications and utilize them to develop informative and newsworthy communication products, features and social media posts
- Proofread and review scientific publications to ensure consistent application of UNU messaging and application of UNU style guide
- Work closely with the in-house designer to identify appropriate visuals for all communication products
- Work closely with Digital Communication Associate providing or supporting her or him with content and content suggestions when appropriate

Strategic communication

- Liaise closely with UNU-EHS researchers to identify communication opportunities and develop strategic communication plans for selected conferences, events and project milestones
- Support the head of the section in the development of annual communication strategy and the team's annual work plan
- Support the head of the section of the monitoring and evaluation of the team's outputs
- Develop and execute creative campaign ideas to further establish UNU-EHS in the digital and traditional media space

Media relations/outreach

- Develop, distribute and continuously grow the readership of the UNU-EHS quarterly e-Newsletter
- Monitor UNU's presence in the national and international media through effective use of media monitoring tools. Compile media coverage reports following press launches
- Grow and manage media contacts list, maintain relationships with key journalists that cover UNU-EHS topics
- Support the head of the section with media relations work, such as proactively pitching UNU-EHS experts and research to key international media, organizing press briefings and promptly responding to media inquiries
- Update and manage UNU-EHS publications in the UNU central publication depository
- Together with the in-house designer manage UNU-EHS publications from the conceptualization to printing and outreach stage
- Act as UNU's communication focal point during major conferences and high-level events, such as the Climate Negotiations. Facilitate on the ground media work and live social media posting
- Document UNU-EHS research and educational activities by travelling to research sites and gathering content, visuals and providing live updates
- Play an instrumental part of the diverse daily tasks for the unit's work. Take responsibility for any additional tasks that may arise from the unit's work

Required Qualifications and Experience:

- Bachelor's degree or equivalent in Communications, Digital Media, Journalism, Mass Media, Public Relations, or related field
- Minimum of two (2) years of professional experience in a communication role
- Ability to synthesize complex information and write engaging, informative content under tight deadlines
- Excellent drafting and editing skills with a strong attention to detail

- Innovative thinker who closely follows development in field of communication and adapts new approaches in a strategic manner
- Ability to independently familiarize him/herself with the UN's style guide and apply it consistently
- High familiarity all forms of communication materials (website features, press releases, social media posts, fact sheets, flyers)
- Familiarity with the international media landscape and journalist working practices
- Experience with using mass mailing tools an asset
- Fluency in oral and written English required, knowledge of another UN language would be considered an asset;
- Excellent time management, forward planning, and prioritization skills, with the ability to work under pressure and meet tight deadlines;
- Ability to work well in an intercultural team and in close coordination with academic staff
- Ability to travel internationally often on short notice

Remuneration:

Remuneration will be commensurate with qualifications and experience.

Duration of Contract:

This is a full-time employment on a one (1) year Personnel Service Agreement (PSA) contract with the possibility of renewal subject to requirements and satisfactory work performance, with the combined duration of appointments not exceeding six (6) years.

This is a locally recruited post; no relocation or allowances apply. The successful candidate will be employed under a local contract 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: 1 September, 2017

Application Procedure:

Interested applicants should submit their applications by e-mail (to hrbonn@vie.unu.edu), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a curriculum vitae 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; an indication of the reference number of the vacancy announcement 2017/UNU/ViE/PSA/CA/42

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8)