COMMUNICATIONS CONSULTANT
(Consultant Contract - CTC)

Organizational Unit : United Nations University – Institute on Globalization, Culture and Mobility (UNU-GCM)
Position : Consultant Contract
Reference Number : 2018/UNU/GCM/CTC/CC/05
Applications to : hr.gcm@unu.edu
Closing Date : 22 February 2018
Time zone : UTC+2

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 SDGs, 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.

The United Nations University Institute on Globalization, Culture and Mobility (UNU-GCM) is one of several research and training institutes of the UNU. Based in Barcelona, it works to contribute to good governance, cultural diversity, democracy and human rights through a better understanding of cultural mobility and diversity in the context of globalization, focusing especially on the major cultural and social phenomena of migration and media. The institute fosters cutting-edge research in these areas at global and local levels. For more information please visit: http://gcm.unu.edu.

Job Overview

UNU-GCM seeks a Communications Consultant. The ideal candidate is highly efficient and works well in a fast-paced and professional team environment, dealing effectively with the organization’s communication. The right individual for this role will be a motivated and energetic Communications Consultant, who takes initiative, enjoys finding solutions to a varying number of challenges, is detail-oriented, and takes pride in his/her work. S/He must have a native-level proficiency in spoken and written English, be able to draft
correctly and with ease, and ideally with a good command of Spanish. The ability to work closely with UNU’s Communications Office, build strong links with international media, mainstream media and, where possible, with press in Spain and in Catalonia form important elements of this position, as is the ability to project the work of UNU-GCM internationally. Excellent command of social media is also required.

Responsibilities

Reporting to the Director of UNU-GCM and under the supervision of the Management Officer, the incumbent will be responsible for the following duties:

- Maintain, develop and update content for UNU-GCM’s websites (Joomla/Wordpress), linked to the website of the UNU Migration Network, of which UNU-GCM is a part;
- Produce UNU-GCM’s Annual Report;
- Look after, update and manage mailing lists, social media accounts and producing the monthly newsletter;
- Support staff in drafting other communications-related background documents, ensuring timely completion of deliverables;
- In-house editing and polishing of media articles written by UNU-GCM’s research team and guidance with pitching;
- Produce timed updates of our research for stakeholders/HQ every quarter in collaboration with the Management Officer;
- Design and format all public documents, invitations, and other materials to be circulated publicly and internally;
- Be responsible for delivering the UNU-GCM publications (both online and printed versions), ensuring they are formatted according to the house-style;
- Liaise with ISSN regarding the allocation of numbers for each report series (both online and printed version);
- Engage both national and international media and bringing their focus to UNU-GCM’s work;
- Take the lead with Communications needs in the planning of UNU-GCM’s events;
- Be present at all events organized by UNU-GCM and ensure that appropriate media/social media coverage takes place, as agreed with the Director;
- Gather press clippings and maintain communications-related archives;
- Act as liaison with UNU’s Communications Office and the UNU Global Communications Working Group;
- Assist with the analysis of media campaign results, social media, etc. (e.g. Talkwalker, Google analytics);
- Where possible, create videos around UNU-GCM’s work and activities;
- Attend communications-related meetings as agreed with the Director; and
- Perform any other tasks as may be assigned by the Director.

Required qualifications and experience include:

- A bachelor’s degree in Public Relations, Journalism, Media and Communications or related fields, or a significant combination of training and professional experience;
- Minimum 4 years of work experience of media/communications with a track record of successful communications work;
- Skilled communicator and familiarity with the protocol of International Organizations;
- The ability to write fluent and accurate texts in English;
- Native-level of English, spelling, punctuation and grammar. Knowledge of Spanish, Catalan and any other UN official language would be an advantage;
- Ability to show initiative to project UNU-GCM’s work locally, nationally and internationally, using a variety of media;
- Ability to work effectively in a team environment and meet tight deadlines;
- Strong organization skills and attention to detail;
- Ability to work under minimal supervision and a high level of resilience;
- Strong interpersonal skills demonstrated by the ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Demonstrated sensitivity to gender issues;
- Proficiency with word-processing, desktop publishing, design, formatting and presentation software applications on both Windows and Mac OS platforms;
- Extensive knowledge of content management systems such as Wordpress, social media technologies, platforms and tracking/analytics.

Remuneration:

Remuneration will be EUR 3,000.00 on a monthly basis. The successful candidate will be responsible for paying all taxes and other fiscal obligations.

Duration of Contract:

This is part-time employment on a Consultant Contract (CTC) with UNU-GCM. The appointment will be for six (6) consecutive months, 4 days a week, days and times to be agreed. Working remotely is possible as agreed upon employment. Some flexibility and attendance in person will be required in line with events and activities at UNU-GCM. No consultant shall provide services for more than twenty-four (24) months in a thirty-six (36) month period.

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: 15 March 2018 or as soon as possible thereafter.

Application Procedure:

Interested applicants should submit their applications by email to hr.gcm@unu.edu and must include the following:
- A cover letter in English setting out how the qualifications and experience match the requirements of the position;
- A curriculum vitae in English;
- A copy of the highest educational degree obtained;
- 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 (2018/UNU/GCM/CTC/CC/05)

Please note that only the candidates who are shortlisted candidates will be contacted.

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)

N.B: The working language of UNU is English.