



**UNITED NATIONS  
UNIVERSITY**

**New York, USA**

## **VACANCY ANNOUNCEMENT**

### **Communications Manager**

### **United Nations University Centre for Policy Research (UNU-CPR) (Personnel Service Agreement (PSA) – 1 year)**

**Organisation Unit:** United Nations University – Centre for Policy Research (UNU-CPR), newly reopened in New York

**Reference Number:** 2018/UNU/CPR/PSA/CM/10

**Application to:** [cpr\\_cm@unu.edu](mailto:cpr_cm@unu.edu)

**Closing date:** 5 March 2018

#### **OVERVIEW**

This position offers a rare opportunity to contribute to research to policy translation at the United Nations system. The Communications Manager will be joining a young and dynamic think tank, which in just a few years has established itself as a key source of policy-relevant research, ideas, and advice on pressing challenges facing the UN and the multilateral system. The Communications Manager would join the centre at an exciting and challenging time of transition, when it is moving from Tokyo and re-opening its doors in New York.

#### **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.

#### **UNU Centre for Policy Research (UNU-CPR)**

UN University's 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. Established in 2014 in Tokyo, in July 2018 UNU-CPR will merge with the UNU Office at the United Nations (UNU-ONY) in New York, and operate from New York.

For more information on UNU-CPR and its work, please visit <http://cpr.unu.edu>.

### **About you**

You are deeply interested in communicating to global policy makers. You are strongly committed to working closely with researchers to communicate results. You are a well-rounded communications specialist with experience in a variety of communications tactics and strategies. You enjoy working in a variety of communications-related roles – from designing formal event invitations to overseeing website redesigns to supporting brand-building processes – and you have the track record to prove it. You work well under direction, but can also execute tasks autonomously. You are comfortable working in high-paced, multicultural environments, diversity brings out your curiosity, and you are highly sensitized to gender issues.

### **Responsibilities**

Working under the supervision of the Chief Operations Officer and the Director, the Communications Manager's responsibilities will include but not be limited to the following tasks:

- Build UNU-CPR's capacity to substantially impact and influence policy across the multilateral system (especially UN member states, UN entities, donor agencies, private sector and other partners), and influence researchers (in academia and partner entities), in co-operation with in-house policy and research personnel;
- Coordinate, oversee, and produce communications products and services for UNU-CPR's target audiences focusing on getting the right research knowledge, in the right format, at the right time, to the right people while tying all communications efforts back to the original research UNU-CPR produces;
- Innovate to deliver timely research communications in various mediums (audio, video, text) and via multiple channels (website, social, media, direct mail, events etc.), in co-operation with the Director and the UNU Office of Communications in Tokyo, relevant internal and external researchers, and the policy and research personnel;
- Lead the development and execution of communications 'campaigns' for research programmes and publications, and manage the production of associated communications components, in co-operation with the Director, Operations & Events Manager, UNU-CPR researchers, external academics and partners, and the UNU Office of Communications in Tokyo;
- Provide advice and support to the Director, Chief Operations Officer, Events Manager, policy and research personnel, and project personnel on ways to promote public events externally, to communicate around their outcomes, and to produce associated communications components;
- Act as focal point for all public relations matters for UNU-CPR making sure the Institute's brand reflects the values of UNU and the UN system, and continues to be recognized for its academic freedom, global policy relevance, neutrality, credibility, scientific integrity, global perspective and high quality;

- Serve as the office focal point for communications, press, and social media, including by working to strengthen day-to-day collaboration with communications personnel from across UNU, UN entities, and other partners;
- Manage the overall and project-based Communications budget plans in collaboration with policy and research and project personnel, and under the supervision of the Director, with an eye to overall impact with UNU-CPR's target audiences, and the cost-effectiveness of each type of communication activity and product.

**Required qualifications and experience**

- An advanced university degree (master's or equivalent) in communications, journalism, international relations, public administration, business administration, or related field; an undergraduate degree in combination with qualifying experience may be considered in lieu of an advanced university degree;
- A minimum of five (5) years of progressively relevant professional work experience, including the management of communications, research or training programmes.
- Demonstrated ability to carry out and communicate research activities in an international environment.
- A proven track record of academic and policy communications.
- Good knowledge of the international research and policy agenda in areas related to the Institute's research programme;
- Excellent communications and drafting skills, with fluency in both oral and written English;
- Fluency in other official UN languages would be an asset;
- Demonstrated sensitivity to gender issues;
- Excellent team player with strong interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Remuneration:**

Remuneration will be commensurate with the qualifications and experience of the successful candidate.

**Duration of Contract:**

The successful candidate shall work under a Personnel Services Agreement (PSA) for a fixed period of 1 year, with the possibility of renewal. The combined duration of appointments under PSA shall not exceed six (6) years.

The successful candidate will not hold international civil servant status nor be a "staff member" as defined in the United Nations Staff Rules and Regulations.

Applications from suitably qualified woman candidates and those from developing countries are particularly encouraged.

**Location:** New York.

**Starting Date:** April/May 2018.

### **Application Procedure**

Interested applicants should submit their applications by email to [cpr\\_cm@unu.edu](mailto:cpr_cm@unu.edu) 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 \(P.11\)](#) downloadable from the UNU website at <http://unu.edu/about/hr>. Please avoid using similar forms provided by other United Nations organizations;
- Full contact information of three (3) referees; and
- An indication of the reference number of the vacancy announcement (2018/UNU/CPR/PSA/CM/10)

Only short-listed candidates will be contacted.