LOCAL RECRUITMENT
Accra, Ghana

VACANCY ANNOUNCEMENT

Communications and Public Relations Associate
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University - Institute for Natural Resources in Africa (UNU-INRA)

Reference Numbers : 2018/UNU/INRA/PSA/CPRA/31

Applications to : recruit-inra@unu.edu

By Post: 
Finance and Administrative Officer, UNU-INRA, Private Mail Bag, Kotoka International Airport, Accra, Ghana.

By Courier: 
Finance and Administrative Officer, UNU-INRA 2nd Floor International House, Annie Jiagge Road University of Ghana Campus, Legon Accra, Ghana

Closing Date : 30 April 2018

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-INRA Objectives

The United Nations University Institute for Natural Resources in Africa (UNU-INRA) is one of fifteen Research and Training Centres and Programmes (RTC/Ps) established by UNU worldwide. The mission of UNU-INRA is to strengthen the capacity of Africa’s universities and research institutions to conduct research and produce well-trained, well-equipped and motivated individuals, capable of developing, adapting and disseminating technologies that advance food security, promote conservation and efficient
use of the continent’s natural resources for sustainable development. For more information please visit www.inra.unu.edu.

We are currently looking for an outstanding individual with strong commitment and the potential to bring a significant contribution to the activities of UNU-INRA.

Responsibilities

Under the supervision of the Director of UNU-INRA, the Communications and Public Relation Officer will:

- Participate in the development and implementation of the Institute’s communication strategy;
- Provide advice to UNU-INRA Staff on outreach strategies and on how to disseminate research results;
- Organize communications and public relations activities to promote and disseminate research results;
- Coordinate media relations and liaise with key stakeholders and policymakers;
- Develop and present communication and media products to share research results; and
- Perform any other professional duties as may be required by the Director of UNU-INRA.

Required Qualifications:

- A Master’s degree or relevant experience in English or Journalism or Social Sciences (exceptional candidates with a Bachelor’s degree will be considered)
- Demonstrated experience in identifying and analyzing issues to provide advice regarding communications and public relation methods;
- Proven experience in media relations both print and oral;
- Good writing, presentation and communication skills and demonstrated ability to edit scientific publications;
- Good working knowledge of French will be an advantage;
- Familiarity with the work of researchers and proven ability to undertake research;
- Ability to work independently with little supervision and under tight deadlines; and
- Proven interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration

Remuneration will commensurate with academic qualifications and experience.

Duration of contract

This is a full time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU-INRA, with the possibility for contract renewal subject to satisfactory work performance.

This is a locally recruited post; no relocation expenses 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. UNU does not sponsor a working visa for this position.

Starting date

By June 1, 2018.
Application Procedure

Interested applicants should submit their applications, preferably by e-mail to: recruit-inra@unu.edu or mail, and must include the following:

- a cover letter setting out how 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 UNU website. Please avoid using similar forms provided by other United Nations organizations;
- a full contact information of three referees; and an indication of the reference number of the vacancy announcement 2018/UNU/INRA/PSA/CPRA/31

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).