



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT
Dresden, Germany

VACANCY ANNOUNCEMENT

Student Assistant (Communications & Advocacy) Consultant (CTC)

- Organizational Unit** : United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
- Reference Number** : 2019/UNU/FLORES/CTC/SA/COMMA/63
- Applications to** : **By Post:**
United Nations University
International Institute for Integrated Management of Material Fluxes and
of Resources (UNU-FLORES)
Ammonstrasse 74
Dresden 01067
GERMANY
By E-mail: hrflores@unu.edu
- Closing Date** : 04 September 2019

United Nations University Objectives:

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. For more information, please visit <http://unu.edu>.

United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES):

The mission of UNU-FLORES is to contribute to the development of integrated and sustainable management strategies for the use of water, soil and waste resources in particular in developing and emerging countries in scientific, educational, managerial, technological and institutional terms. Potential issues of focus include: urban water management, nutrient cycles and budgets, methods for reclamation and rehabilitation of degraded sites, site-specific river-basin scale water management, interaction of land use management and water inventory under differing climate conditions, efficient site-adapted waste management strategies, among others. The Institute will develop innovative concepts for target- and region-specific knowledge transfer as well as appropriate methodologies and approaches for postgraduate and professional education. The Institute is located in Dresden, Federal Republic of Germany. For more information please visit <http://flores.unu.edu>.

As focal point for the internal and external communications of UNU-FLORES, the Communications and Advocacy Unit (CommA) has a twofold mandate. Foremost, the CommA Unit is responsible for increasing awareness, impact, communication and outreach on the policy-relevant research and capacity development activities of the institute. This is achieved through the strategic use of print and digital media, community outreach activities and public relations work. Simultaneously, CommA facilitates and enables effective and strategic communication practices within the Institute. As a Student Assistant in the CommA Unit, the candidate will have the opportunity to gain insight and hands-on experience conducting communications tasks for a unique Institute that operates at the interface between politics and academia in an international environment.

Responsibilities:

Under the authority of the Director of UNU-FLORES and the supervision of the Communications and Advocacy Officer, the Student Assistant will support communication, advocacy and knowledge management activities at UNU-FLORES. Assignments may include:

- Assist in maintaining content on the institutional website;
- Assist in tracking and analyzing communications metrics;
- Assist in the drafting and editing of communications materials;
- Develop and maintain a record of events and activities for communications reporting purposes;
- Maintain UNU-FLORES contributions to the digital UNU literature repository (Collections);
- Provide administrative support to the Communications and Advocacy unit;
- Carry out other duties assigned by the Communications and Advocacy Officer and the director.

Qualifications and requirements:

Field of Study: currently enrolled in a bachelor's or master's degree programme or equivalent in social sciences (communications, journalism, public relations, or a related field).

Essential skills and attributes:

- Excellent command of oral and written English and German;
- Strong computer skills, especially MS Outlook, Word, Excel, PowerPoint;
- Interest in strategic communication;
- Interest in the work of the UN and science communication;
- Experience with web-based Content Management Systems (CMS).

Teaching/learning objectives:

- Gain work experience and enhance organizational skills within the UN international working environment;
- Insights into the communication work of United Nations University, especially in the areas of publications, press work and digital media;
- Experience in internal information and communications procedures.

Duration:

The successful candidate will be based at UNU-FLORES in Dresden (Germany). The contract duration is 6 months on a part-time basis (8-10 hours/week). The remuneration for this assignment is 10.00 EUR/hour.

Starting date: as soon as possible

Application Procedure:

Interested applicants should submit their applications by email to hrflores@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;
- the email and the application must also indicate the reference number of the vacancy announcement 2019/UNU/FLORES/CTC/SA/COMMA/63

Please note that only short-listed candidates will be notified.

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)