



UNITED NATIONS  
UNIVERSITY

**LOCAL RECRUITMENT  
Dresden, Germany**

**VACANCY ANNOUNCEMENT**

**Communications and Advocacy Assistant  
(Graphic and Web Design)  
(Personnel Service Agreement - PSA)  
(Full / Part Time)**

<b>Organizational Unit</b>	:	United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES)
<b>Reference Number</b>	:	2015/UNU/FLORES/PSA/CAA/16
<b>Applications to</b>	:	<a href="mailto:hrflores@unu.edu">hrflores@unu.edu</a>
<b>Closing Date</b>	:	31 March 2015 (extended)
<b>Contract Duration</b>	:	1 Year

**United Nations University Objectives:**

The UNU is an international community of scholars engaged in research, postgraduate training and the dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its Peoples and Member States. The University functions as a think tank for the United Nations system, contributes to capacity building, particularly in developing countries, and serves as a platform for new and innovative ideas and dialogue. 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>.

## **The Communications and Advocacy Unit:**

The Communications and Advocacy (C&A) Unit is one of UNU-FLORES Supporting Operational Units. In this role, the C&A Unit has the following responsibilities: Planning and designing the internal and external strategies for communication and advocacy; Overseeing the development and distribution of all UNU-FLORES publications and promotional materials; and Managing UNU-FLORES digital presences (website, social media, etc.).

### **Responsibilities:**

Under the overall authority of the Director of UNU-FLORES, and the supervision of the Communications and Advocacy Associate, the Communications and Advocacy Assistant (Graphic and Web Design) will provide creative support to the Communications and Advocacy team, and the institute as a whole. The position requires an understanding and command of both print and web skills and a good command of the English and German languages. The day-to-day work entails producing print and online materials, as well as assisting with website maintenance and general communications projects. Successful candidates will carry out the following tasks:

#### **1. Graphic Design**

- Creatively design communications and promotional products including logos, graphs, covers, posters, etc.;
- Spearhead the layout, typesetting and preparation of electronic and print information materials, such as publications, policy briefs, booklets and CD-ROMs;
- In consultation with authors and other relevant staff, establish illustrative requirements to meet communications objectives; prepare submission schedules for various communications products (e.g., periodicals, books, posters, newsletters, pamphlets and other material);
- Assist academic units in the planning, design, production and scheduling of graphic material; providing technical support for the design, layout, and make-up of individual pages of various communications products, using relevant desktop publishing tools;
- Gather information for articles or features; take photographs and create/edit graphics, develop this material prior to preparation of final proofs;
- Provide technical support in graphic/AV design on developing e-learning courses;
- Determine specifications for size, paper, typesetting, layout, illustrations, colours, etc.; and
- Assist in the development and maintenance of a storage and retrieval system for artwork and print components (e.g. mock ups, galleys, camera-ready mechanicals, colour key and separations, printer's films, stripped flats and plates, etc.).

#### **2. Website Design and Maintenance**

- Develop, design, produce and code a German version of the institutional website as well as new material for the current English version;
- Design online/web-based graphics, such as web banners, content for social media campaigns, etc.;
- Edit, maintain and update the German version of the institutional website webpage.

#### **3. General Communications Tasks**

- Assist with the management of the UNU-FLORES social media presence;
- Support translation, editing, and proofreading of outgoing materials in the German language;
- Maintain and manage the photo and AV database for the institute;
- Obtain clearances and copyrights for multimedia materials; and, when necessary, arrange purchasing of commercial archive materials;
- Assist in trainings on shooting and editing techniques for the academic staff; and
- Contribute to the development of a knowledge management strategy for the Institute.

4. Perform other tasks as assigned by the Supervisor.

**Required Qualifications and Experience:**

- A Bachelor's degree (or equivalent) in Graphic Design, Communication Design, Advertising/Marketing, Documentary, Filming, Photography, or a related field or secondary education with extra years of working experience on filming and graphic design will be considered in lieu of a first level university degree;
- Minimum one (1) year of progressively relevant professional work experience; of which preferably at the international level;
- Special filming/photography/graphic design trainings would be an asset;
- Excellent knowledge of Adobe Creative Suite (Photoshop, Illustrator & InDesign) is essential;
- Experience with programming in WordPress & Joomla or similar CMS is preferred;
- Experience in website development and design using HTML, CSS & PHP would be an asset;
- Knowledge of Javascript or JQuery would be an asset;
- Strong proficiency in Microsoft Office applications; good knowledge of databases, and other communications related applications;
- Very good command of both oral and written German and English. Knowledge of another UN official language would be an asset;
- Flexibility and ability to work under pressure and complete tasks within given timeframes; and
- Good team player with strong interpersonal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

**Remuneration:**

Remuneration will commensurate with qualification and experience of the successful candidate.

**Duration of Contract:**

This is a full time employment (40 hours per week) for a fixed period of one (1) year (renewal will be subject to performance and funds availability) on a Personnel Service Agreement (PSA) with UNU-FLORES, with the combined duration of appointments not exceeding six (6) years.

Qualified candidates interested in a part-time position may also be considered for the position.

The successful candidate will be employed under a local contract based in Dresden, Germany and 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.

**Starting Date:** As soon as possible

**Application Procedure:**

Interested applicants should submit their applications by email (to [hrflores@unu.edu](mailto: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;
- full contact information of three (3) referees; and
- the email subject must comply with the format: Last Name\_First Name\_RA\_2015/UNU/FLORES/PSA/CAA/16.

Only short-listed candidates will be contacted