

**The United Nations University (UNU) Invites applications for the Position of an**

## **Communications Trainee**

### **(Volontariat)**

Local Hiring: full-time position

**based at the UNU Institute for Environment and Human Security (UNU-EHS) and  
UNU Vice Rectorate in Europe (UNU-ViE)  
Bonn, Germany**

**Reference number: UNU-EHS/2009/05**

**Closing Date: 10 July 2009**

**Starting Date: 1 August 2009**

UNU is an international community of scholars, engaged in research, postgraduate training and dissemination of knowledge. UNU-EHS Institute explores problems and promotes solutions related to the environmental dimension of human security. UNU-ViE is the first UNU Vice Rectorate outside Tokyo. It concentrates on science and technology to ensure human security. The regional focus lies on Europe, Russia, Central Asia, and Africa. UNU-ViE's activities are primarily the initiation, support, and co-ordination of projects aiming to develop intellectual capacity building and knowledge transfer.

The position offers the opportunity to contribute to our successful Communications Unit including the publishing of diverse publications, information materials; and web editing. Under the supervision of the Head of Communications Unit, the incumbent will be assisting in carrying out public relations and communication activities and tasks related thereto. The successful candidate shall assist in publishing as well as editorial and proof reading services. The incumbent will be working closely with the Information Officer in all duties related to the tasks in the Information and Communication Unit, which provides services for several UNU entities based in Bonn, but mainly UNU-EHS and UNU-ViE. The service includes updating and editing diverse websites using the Content Management System (CMS). The trainee will be also required to write articles, help with proof reading, update databases, contribute to newsletters and flyers; and relate to the media. Fluent knowledge of German and English is essential as all services need to be provided at least in both languages.

#### **Requirements:**

- Bachelor, preferably Masters, in one or more of the following: Communication, Journalism, Media Sciences; Public Relations or equivalent;
- Some practical experience in journalism and/or public relations;
- Knowledge of publications-based software (e.g. MS Publisher, InDesign, QuarkXpress);
- Knowledge of image-based software (e.g. MS Illustrator, Photoshop);
- Knowledge of web-based Content Management System;
- Excellent Knowledge of MS Office incl. PowerPoint, Excel, Word;
- Excellent command of English and German;
- Other UN languages are an asset.

The strengths of the successful candidate must include time management, communication, initiative and a calm, positive approach. An interest in the creative arts and wider web and publication-related issues is essential. Willingness to work with a wide variety of people in an international environment is expected. Newly qualified graduates are very welcome to apply. In return UNU is offering a contract of the Personnel Service Agreement (PSA) category of UNU-EHS, with a non-taxable remuneration. The contract will be awarded for one year as a traineeship with the intention to renew for a further year as a trainee. The traineeship includes training in the relevant fields of communications. The position will also give you the possibility to work within the United Nations in an environment that encourages creativity, diversity and excellence. For more information, please visit the following websites: [www.ehs.unu.edu](http://www.ehs.unu.edu); [www.vie.unu.edu](http://www.vie.unu.edu) and [www.unu.edu](http://www.unu.edu).

### **How to Apply:**

- Please forward your detailed application by post or e-mail including your Curriculum Vitae and letter of motivation in English indicating the vacancy's reference number to Mrs. Carlota Schneider, Recruitment Officer, UN Campus, Hermann-Ehlers-Str. 10, D-53113 Bonn, Germany, or to [HRapplications@ehs.unu.edu](mailto:HRapplications@ehs.unu.edu)
- Suitably qualified women candidates and applicants from developing countries are particularly encouraged to apply.
- Only short-listed candidates will be contacted; unsuccessful applications can neither be acknowledged nor returned.