



**UNITED NATIONS
UNIVERSITY**

VACANCY ANNOUNCEMENT

**Information and Communication Officer, National Officer A (NO-A)
Head of the Information and Communication Unit (ICU)**

Organizational Unit: UNITED NATIONS UNIVERSITY Vice-Rectorate in Europe
(UNU-ViE), Bonn, Germany

Reference Number: UNU-ViE/ICU/2009/08

Applications to: Mrs. Carlota Schneider, Recruitment Officer
(HRComm@vie.unu.edu)

Closing Date: 15 November 2009

Starting Date: 1 January 2010 (negotiable)

UNU Mission:

The UNU is an international community of scholars, engaged in research, postgraduate training and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of the UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. Key goals are to serve as an international community of scholars; a bridge between the United Nations and the international academic community; and as a think-tank for the United Nations system; to contribute to capacity building, particularly in developing countries; and to serve as a platform for new and creative ideas.

Vice Rectorate in Europe:

The Vice Rectorate concentrates on institutional development of UNU and networking. It is engaged in scientific exchange programmes with a strong focus on Africa, plays an important role in science dialogues for research towards sustainable solutions and engaged in the dissemination and use of innovative technologies for academic activities. Besides its scientific core mandate it incorporates also the central units for administration, finance, procurement personnel matters and communication services for all UNU entities in Bonn. The core institutional mandate of the Vice Rectorate is to develop and maintain fruitful relations with the UN system, as well as other international or regional organisations, governments, businesses, foundations, organisations and institutions in the world of higher education and research. Furthermore UNU-ViE is engaged in fostering dialogue and enhanced understanding among scientists, policy-makers, resource users, civil society and private sector representatives of the inter-linkages, trade-offs and potential for cooperation at the cross-section of natural resource use and management, and human security and development in the context of global climate change and globalization. The Vice Rectorate consists of two sections: the Institutional Development and Planning Section and the Strategic Partnerships, Capacity Development and Science Policy Dialogue Section. As part of the common central

services, the Information and Communication Unit (ICU) provides services for those two sections as well as to the UNITED NATIONS UNIVERSITY Institute for Environment and Human Security (UNU-EHS): Scope and mandate of UNU-EHS are presented at www.ehs.unu.edu.

Responsibilities:

Under the authority of the Vice Rector in Europe/Director of UNU-EHS, the successful candidate leading the Information and Communication Unit shall be entrusted with the management of the following scope of activities for both UNU-ViE and UNU-EHS:

- Library/electronic library, electronic archive, access to knowledge networks;
- Exhibitions, public presentations, visitor management;
- Electronic and copy editing of regular and occasional publications (SOURCE, InterSecTions, etc.);
- Proofreading, following-up and co-ordinating the entire publication process;
- Design and production of flyers, brochures, newsletters and their dissemination;
- Interpreting the work of graphic designers/assistants, etc.;
- Liaising with the Information and Computer Technology Unit (ICT);
- Multimedia liaison with the academic staff;
- Interfacing extensively with external parties as intrinsic to the job, notably journalists, press offices, communication offices of partner organizations, NGO's, government officials, editors, graphic designers, printers, publishers;
- Guiding and supervising staff and interns assigned to the Information and Communication Unit (ICU).

Qualifications and Competencies:

- At least an MA/MSc degree in related academic areas such as journalism, media, public relations;
- Fluency in English and German;
- Further UN languages an asset;
- Presentation skills;
- At least five years of professional experience;
- Proven ability to work independently;
- Team spirit and leadership qualities;
- Cultural ability to work in an inter-cultural, multi-ethnic environment.

Experience in:

- Copy editing, publishing;
- Desktop editing;
- Drafting press releases;
- Web content management;
- Preparing and giving presentations;
- Public awareness-raising writing;
- Organizing public events, press conferences;
- Giving interviews and interviewing people;
- Clear record of professional achievements (publications, editing, etc.).

For complete information about the organization, please visit the following websites:
www.vie.unu.edu, www.ehs.unu.edu, www.ihdp.unu.edu, www.unwater.unu.edu,
www.unu.edu.

Remuneration and conditions:

The successful candidate will be based at UNU-ViE in Bonn on a full-time basis (40 hours), under the NO-A job level category, for an initial period of two years.

Interested applicants should submit a letter of motivation, their Curriculum Vitae and a UN Personal History Form (P.11) accessible on the UN University website (www.unu.edu/employment), as well as the names and addresses of three referees, indicating reference number UNU-ViE/ICU/2009/08.

Suitably qualified women candidates are particularly encouraged to apply. Only short-listed candidates will be contacted; unsuccessful applications can neither be acknowledged nor returned.