



UNITED NATIONS
UNIVERSITY

INTERNATIONAL RECRUITMENT Helsinki, Finland

VACANCY ANNOUNCEMENT ASSOCIATE COMMUNICATIONS OFFICER (P-2)

Organizational unit: United Nations University World Institute for Development Economics Research (UNU-WIDER)

Reference number: 2016/UNU/WIDER/FTA/ACO/79

Closing date: 24 November 2016, UTC +2

United Nations University objectives

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity-building, to solutions to the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit www.unu.edu.

United Nations University World Institute for Development Economics Research (UNU-WIDER)

UNU-WIDER is a leading international development economics think tank. The Institute provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute began operations in 1985 in Helsinki, Finland, as the first research centre of the United Nations University. Today it is a unique blend of think tank, research institute, and UN agency — providing a range of services from policy advice to governments, as well as freely available original research.

UNU-WIDER is looking for an outstanding individual with a strong interest in global development, who is committed to working closely with researchers to communicate results, and to manage a team of communication specialists. For more information on UNU-WIDER and its work programme, please visit www.wider.unu.edu.

Responsibilities

Under the supervision of the Deputy Director-Chief Economist of UNU-WIDER, the Associate Communications Officer will:

- Further develop and build UNU-WIDER's capacity for substantial policy and research impact with developing countries (including policy makers), across the international development system (including donor agencies and the UN), and with researchers (especially in developing countries, and early-career), in co-operation with senior management, the Research Unit and the Programme Team.

- Co-ordinate, oversee, and produce communications products and services for UNU-WIDER's target audiences focusing on getting the right research knowledge, in the right format, at the right time, to the right people while tying all communications efforts back to the original research the Institute produces.
- Innovate to further build upon UNU-WIDER's success in delivering timely research communication via the Institute's website, social media, videos, written material and other communication products, in co-operation with senior management, relevant internal and external researchers, and the Programme Team.
- Act as focal point for all public relations matters for UNU-WIDER making sure the Institute's brand reflects the values of the UN system, and continues to be recognized for its academic freedom, development policy relevance, neutrality, credibility, scientific integrity, global perspective and high quality.
- Collaborate in the co-ordination and planning of events, and produce associated communications components, in co-operation with Senior Management and UNU-WIDER researchers and external academics and policy makers.
- Serve as focal point in facilitating the day-to-day operations of the Communications and Events Team.
- Provide guidance to and supervise other personnel in the Communications and Events Team.
- Manage the Communications and Events Team's work and budget plans in collaboration with the Programme Team and Senior Management, with an eye to overall impact with UNU-WIDER's target audiences, and the cost-effectiveness of each type of communication activity and product.

Required qualifications and experience

- Advanced university degree (Master's degree or equivalent) in economics, communication, journalism, international relations, public administration, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.
- A minimum of two (2) years of progressively relevant professional work experience, including the management of communications, research or training programmes.
- Demonstrated ability to carry out and communicate development research activities in an international environment.
- A proven track record of academic and policy communications.
- Good knowledge of the international research and policy agenda in areas related to the Institute's research programme.
- Excellent communications and drafting skills, with fluency in both oral and written English. Knowledge of other official UN languages would be an asset.
- Excellent manager and a team player with strong interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration

We offer a competitive net salary (tax exempted) at P-2 level and allowances including post adjustment. Post adjustment is subject to change.

The post carries the standard set of United Nations benefits and entitlements for international positions in the UN Common Systems, including participation in the United Nations Joint Staff Pension Fund, the possibility of participation in a health insurance programme, education grant, removal expenses and home leave. For more information, please visit http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm.

The Rector of UNU reserves the right to appoint a candidate at a level below that advertised.

Duration of contract

This is a full-time fixed-term appointment. The initial appointment will be for a period of one (1) year with the possibility of renewal on a rolling fixed-term appointment basis, subject to satisfactory work performance. The mandatory age of retirement for United Nations staff is 65 years.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

Starting date: As soon as possible.

Application procedure

Interested applicants should submit their applications online using this [link](#) and must upload the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position.
- A completed and signed [UNU Personal History \(P.11\)](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations.
- An up-to-date CV.
- A copy of highest educational degree obtained.

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).