



UNITED NATIONS  
UNIVERSITY

## LOCAL RECRUITMENT Helsinki, Finland

### VACANCY ANNOUNCEMENT COMMUNICATIONS ASSISTANT Consultant Contract

- Organizational unit:** United Nations University World Institute for Development Economics Research (UNU-WIDER)
- Reference number:** 2016/UNU/WIDER/CA Communications Assistant
- Closing date:** 20 June 2016, 23:59 EEST

#### United Nations University objectives

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching, 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 efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information, please visit [www.unu.edu](http://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.

The Institute is looking for an outstanding individual with skills and expertise in communications for development to support the implementation and formulation of project communication plans under the Institute's 2014-18 work programme. This position is within the Knowledge Mobilization Unit's Communications and Events Team.

#### Communications at UNU-WIDER

UNU-WIDER recognizes the need to communicate its research and findings to development researchers, the policy-making community, in particular in international organizations, the UN, and in the Global South. In this context, UNU-WIDER seeks to:

- 1 Increase impact of its research by ensuring greater research uptake by the key target audiences through the production of high-quality, customized, and readily accessible knowledge products and services.

- 2 Build a community by leveraging the strength of the Institute's convening power; i.e., the global network of researchers, development practitioners, and decision-makers, as part of the Institute's reiterative learning and knowledge creation process.
- 3 Promote UNU-WIDER expertise by increasing the visibility of the Institute via a variety of communications and dissemination channels through showcasing key research findings of our experts.
- 4 Present a recognizable and consistent brand.

## **Responsibilities**

As part of the Communications and Events team and under the overall supervision of the Chief of Administration and Programme Services, and the thematic supervision of the Communications Coordinator, the Communications Assistant will perform the following duties:

- Draft and design of the Institute's standard research translation and dissemination products, project and event reports and blurbs, invitations, expert profiles, web articles, news pieces, bulk mailings, briefs etc.
- Research, compile and verify background material for promotional material; draft promotional copy for use in different dissemination channels, including website, social media, and email. Extracting data from various sources; support the implementation of the website content management system; Proofread copy written by other staff to achieve fluency, accuracy and consistency of language.
- Support inclusion of new material in the website; converting documents into HTML; edit documents into format and style consistent with style of the website; prepare and incorporate graphics as needed using Photoshop, InDesign or other graphic design software.
- Conceptualize and create graphic material for varied print and electronic media projects such as brochures, catalogues, flyers, posters, and online newsletters. Prepare cost estimates for technical collaboration projects and drafting specifications.
- Disseminate of information and publications; assist communications at public events such as roundtable discussions, press conferences, briefing sessions, interviews.
- Provide office support to the team; respond to complex information requests and inquiries; process, draft and finalize correspondence and other communications; set up and maintain files/records, organize meetings, monitor deadlines, etc.
- Assist in the production, editing, and dissemination of video projects; track all production material, producing scripts, scheduling, venues etc. for production; give feedback on outputs and ensure their implementation on project websites, social media and other relevant outreach channels.
- Maintain a media list, information databases, photo library, Institutional calendar, product information lists, and other team data; maintain and support the institutional publications repository and customer relationship management system; research and retrieve of data from internal and external sources.
- Monitor, review and record media coverage of UNU-WIDER and its research monthly, and circulate to relevant authorities.
- Improve the Institutes online presence in Facebook, YouTube, Flickr, and LinkedIn as part of the social media team.
- Identify, document and draft of best practices and lessons learned.
- Other duties as requested by the supervisor.

## **Required qualifications and experience**

- A minimum of Master's Degree in Communications, Development Studies, International Relations, or equivalent discipline, with a minimum of two (2) years of relevant work experience.
- Outstanding command of English language writing and editing for academic and non-academic target audiences. Knowledge of other official UN languages would be an asset.

- Understands key development issues and economics, and demonstrable skills in translating these for a variety of audiences.
- Works to achieve agreed goals observing deadlines. Developing goals consistent with agreed strategies and rules observing deadlines and achieving agreed results, as well as adjusting priorities as required.
- Experience in using Drupal (or other CMS), CIVICRM (or other CRM) and database tools is an asset.
- Knowledge and previous experience of working in international development organizations would be an asset.
- Demonstrable skills in graphic design are necessary, experience with Adobe Creative Suite (especially InDesign and Photoshop) desirable.
- Good command of MS Office, especially Word, PowerPoint and Excel.
- Excellent team player with strong communication and interpersonal skills, as well as an ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### **Remuneration**

Remuneration will commensurate with qualifications, experience and level of responsibilities within the administration.

### **Duration of contract**

Full time work (37.5h/week, 20 working days/month) will be performed at UNU-WIDER premises. The initial contract period will be for one (1) year with a possible extension for a second year.

General conditions of contracts for the service of Consultants apply. The services of a consultant shall be limited to twenty-four months of accrued service within a period of thirty-six calendar months.

This is a locally-recruited position and no relocation allowance applies. The post is limited to a person residing in Finland holding a valid work permit. The successful candidate will be employed under a local contract and will not hold international civil service status nor be a 'staff member' as defined in the UN Staff Rules and Regulations.

This contract carries no entitlement to paid annual leave nor sick leave.

**Starting date:** As soon as possible.

### **Application procedure**

Interested applicants should submit their applications online using this [form](#) 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 \(P.11\)](#). Please avoid using similar forms provided by other United Nations organizations.
- An up-to-date CV.
- A copy of highest educational degree obtained.

UNU-WIDER 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).