



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT Helsinki, Finland

VACANCY ANNOUNCEMENT

COMMUNICATIONS ASSOCIATE (Personnel Service Agreement - PSA)

Organizational unit:	United Nations University World Institute for Development Economics Research (UNU-WIDER)
Reference number:	2018/UNU/WIDER/PSA/CA/19
Closing date:	10 April 2018, UTC+3

About UN University

For the past four decades, UNU has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 SDGs, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. 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. 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. For more information on UNU-WIDER and its work programme, please visit www.wider.unu.edu.

UNU-WIDER is looking for an outstanding individual with strong commitment and potential to support the Communications Team in implementing the Institutes communication strategy in research projects and specialized events to assure the uptake and impact of the Institute's work as well as building and promoting the brand of UNU-WIDER, by mobilizing knowledge to the right audience, at the right time, in the right format, through the right channels.

Responsibilities

Under the supervision of the Associate Communications Officer the incumbent will:

- Assume strategic, tactical, and coordination responsibilities on assigned research and knowledge translation projects in line with the Institute's communication goals and strategy; develop and

implement project-specific communication plans, including related effective dissemination techniques, and work with other team members to achieve set objectives.

- Draft, edit, and design the Institute's research translation and dissemination products; provide writing and editorial support to members of the Institute's research staff; edit texts of a specialized or technical nature to promote impact in the intended audience; ensure accuracy, clarity, cohesion and conformity of all products with UNU-WIDER standards, policy and practices.
- Coordinate the production of policy and research briefs, reports, interviews, and other material, mobilizing knowledge translation and research uptake.
- Provide specialized support and act as communications focal point in the production and delivery of UNU-WIDER events, tangible and non-tangible products, and services to internal stakeholders, teams, and units, including preparing cost estimates for technical collaboration projects, draft specifications and terms of reference; liaise and coordinate the work of partner organizations, consultants, vendors, and other collaborators to achieve agreed goals.
- Conceptualize and lead the creation of material for varied print and electronic media projects such as brochures, catalogues, flyers, posters, and online newsletters, to ensure research uptake and impact; support and implement the Institute's brand and style in all outputs.
- 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.
- Contribute to the development and maintenance the Institute's website.
- Manage and develop the Institute's social media presence implementing best practices and the using analytics to ensure uptake and impact of activity; produce and edit content appropriate to the various platforms utilized.
- Monitor, review and record media coverage of UNU-WIDER and its research on a monthly basis, and circulate to relevant stakeholders.
- Assist in maintaining 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.
- Identify, document and draft best practices and lessons learned in carrying out duties.
- Facilitate the smooth functioning of the team, including set up and maintaining of files/records (both paper and electronic) for work unit.
- During the absence of other staff of the team, assist in carrying out their duties.
- Perform other duties as assigned by supervisor.

Required qualifications and experience

- Bachelor's degree in communications, international relations, economics or equivalent field with at least three (3) years of relevant work experience preferably in an international organization. Or,
- Completion of secondary school education with at least six (6) years of relevant work experience preferably in an international organization.
- Demonstrated ability to communicate economics and/or development research in an international multi-platform environment to target audiences around the world.
- 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.
- Understanding of key development issues and economics, and demonstrable skills in translating these for a variety of audiences through a variety of products.
- Good command of MS Office, especially Word, PowerPoint and Excel.
- Demonstrable skills in graphic design are necessary, and experience with Adobe Creative Suite (especially InDesign and Photoshop) is an advantage.
- Experience in using Drupal (or other CMS), CiviCRM (or other CRM) and database tools is an asset.

- Knowledge of the UN system is an advantage; previous experience of working in international development organizations would be an asset.
- Ability to work under minimal supervision and with high level of resilience.
- Strong ability to establish priorities, multi-task and work within tight timelines.
- 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.

This is a locally-recruited post and no relocation allowance applies. The post is limited to persons residing in Finland, including persons 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.

UNU has its own medical insurance for employees contracted under a Personnel Service Agreement (PSA).

Duration of contract

This is full-time employment on a one (1) year Personnel Service Agreement (PSA) contract with UNU-WIDER, with the possibility for renewal subject to requirements and satisfactory work performance, with the combined duration of appointments not exceeding six (6) years.

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 their 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).