



**DISCLAIMER:** The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your profile to ensure completeness, especially the education and experience sections.

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

### Details

<b>Vacancy code</b>	VA/2014/B5004/5718
<b>Position title</b>	Communications and Knowledge Management Associate
<b>Level</b>	ICS-8
<b>Department/office</b>	GPSO, Development Group
<b>Duty station</b>	Geneva, Switzerland
<b>Contract type</b>	International ICA
<b>Contract level</b>	IICA-1
<b>Duration</b>	One year, full time
<b>Application period</b>	13-Aug-2014 to 20-Aug-2014

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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This vacancy is closed.

### Background Information - UNOPS

UNOPS mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner.

Within these three core areas of expertise, UNOPS provides its partners with advisory, implementation and transactional services, with projects ranging from building schools and hospitals, to procuring goods and services and training local personnel. UNOPS works closely with governments and communities to ensure increased economic, social and environmental

sustainability for the projects we support, with a focus on developing national capacity.

Working in some of the world's most challenging environments, our vision is to advance sustainable implementation practices in development, humanitarian and peacebuilding contexts, always satisfying or surpassing partner expectations.

We employ more than 6,000 personnel and on behalf of our partners create thousands more work opportunities in local communities. Through our headquarters in Copenhagen, Denmark and a network of offices, we oversee activities in more than 80 countries.

## **Background information - GPSO**

Based in Copenhagen, Denmark, the Global Partner Services Office (GPSO) develops and manages a portfolio of projects and services delivered in various locations across the globe.

GPSO supports partners such as the World Bank, the European Union, the Department of Peacekeeping operations, the United Nations Mine Action Service, the Global Fund, and the Millennium Challenge Corporation, amongst others.

This global portfolio constitutes a substantial volume of UNOPS project delivery.

## **Background Information - Development Group Cluster**

### **Development Group Cluster**

The UNOPS Development Group Cluster is based in the GPSO - New York Office and supports a diverse and complex portfolio including partners such as the United Nations Development Programme (the Bureau for Development Policy, the Human Development Report Office, and the Special Unit for South-South Cooperation), the United Nations Population Fund, the United Nations Capital Development Fund, the United Nations Secretariat and a broadening community of primarily New York-based UN partners in the delivery of project management, implementation and administration services.

## **Background Information - Job-specific**

The UN-REDD Programme is the United Nations collaborative initiative on Reducing Emissions from Deforestation and Forest Degradation (REDD+) in developing countries. The Programme was launched in 2008 and builds on the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development

Programme (UNDP) and the United Nations Environment Programme (UNEP). At the national level, the UN-REDD Programme supports developing countries in the implementation of REDD+ strategies, guided by the principles of country ownership and the United Nations human rights-based approach, and with a strong focus on engagement of all stakeholders, including indigenous peoples' and civil society involvement.

The UN-REDD Programme Secretariat requires a consultant to support with the day-to-day operations of its Secretariat-level Communications and knowledge management functions.

Under the guidance and direct supervision of the Communications Officer, the Communications and KM Associate will support the implementation of the communications, knowledge management and events strategies of the UN-REDD Programme Secretariat in support of UN-REDD Programme stakeholders' needs. The Communications and KM Associate promotes a client-oriented approach within the UN-REDD Programme.

The Communications and Knowledge Management Associate also works in close collaboration with the UN-REDD Programme Knowledge Management Specialist, other UN-REDD Programme Secretariat staff, staff of UN-REDD Programme coordinating agency partners (FAO, UNEP, UNDP), vendors and Programme partners.

## Functional Responsibilities

### Responsibilities

Under the guidance of the Communications and Knowledge Management Specialist, the Communications and Knowledge Management Associate will provide support to the implementation of the UN-REDD Programme communications, knowledge management, and events strategies.

- Dissemination of UN-REDD Programme information and publications; logistical support at events such as roundtable discussions, workshops, learning events, press conferences, briefing sessions, and interviews. Publicity/outreach for the UN-REDD Programme, knowledge-sharing events and promotional opportunities.
- Tracks, researches and analyzes information on assigned topics/issues; gathers information from diverse sources and helps to assess value and other potential impact, as well as to evaluate the effectiveness of communications and KM operations.
- Support design and production of publications, collateral materials and other information materials – including graphic design, photo editing and layout of publications with Adobe's suite of applications – and including, liaison with printers and other suppliers to ensure production schedules are well managed, and the quality control on translations

- Support production of Programme newsletter and weekly Mini-Round Up including compiling articles and images, copyediting, layout, distribution and promotion.
- Promotion of Programme news and information across social media channels (Facebook, YouTube and Twitter).
- Drafts/compiles a specific type or types of information communications products such as press kits for use by staff for target audiences, to include press releases, media packets and reports, brochures, briefings, video clips, newsletters and websites.
- Participates in the organization of conferences, seminar, press briefings, interviews, prepares briefing materials and lay out presentations with powerpoint, Prezi and other professional software for senior officials prior to their participation in such events.
- Collection of information and posting of content for the UN-REDD Programme website and workspace, including implementation of new website content management system, helpdesk support for the workspace, and posting of policy board documentation.
- Daily monitoring, review and record media coverage of the UN-REDD Programme and key REDD+ news and circulate as relevant.
- Collate data for monitoring and reporting for the website, workspace, social media and other communications channels, including usage, user feedback and activities.
- Organizes the clearance, production and distribution of information material; conducts photo and graphic research; maintenance of the information database and photo library for UN-REDD Programme
- Maintenance of communications/knowledge management contact list database.
- Prepares, on the basis of official UN-REDD documentation and other sources, initial drafts of articles for inclusion in UN-REDD newsletters and publications.
- In consultation with other team members, identifies and proposes information opportunities, activities and approaches, taking into account the situation/topic and target audience.
- Responds to a variety of inquires and information requests internally and externally; prepares related correspondence.
- Other Communications/KM/Events related support as needed.

## Competencies

### Communications:

- Very strong analytical, research, writing and communications abilities. Speaks and writes clearly and effectively.

**Technological Awareness:**

- Strong computer literacy and ability to learn new applications and platforms
- Keeps abreast of available technology.
- Understands applicability and limitations of technology.
- Actively seeks to apply technology to appropriate tasks
- Shows willingness to learn new technology.

**Teamwork:**

- Proven ability to work and deliver to tight deadlines, and handle concurrent projects
- Ability to work collaboratively with a wide range of colleagues and external partners to achieve organizational goals with a strong client-service approach.

**Education/Experience/Language requirements****Education:**

- A minimum of a Bachelor's Degree in Information Science, Knowledge Management or Communications is required, an advanced degree in these subject areas is highly desirable and would be an advantage.

**Experience:**

- A minimum of four years of progressive experience in the area of information management, ideally for the UN and/or other international organizations is required. Candidates with advanced degrees or higher academic qualification may be considered with a reduced experience requirement.
- Social media and web communications experience including demonstrated knowledge and experience in Joomla is essential.
- Design experience using Adobe Photoshop, Illustrator, InDesign, or similiary systems is highly desired.
- Online direct marketing experience using Constant Contact, MailChimp or similar system is a strong asset.

**Language requirements:**

- Fluency in English language, both written and spoken
- Proficiency in French and/or Spanish is an asset

## Contract type, level and duration

Contract type: International ICA

Contract level: IICA-1

Contract duration: 12 months, full time

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>

## Additional Considerations

- Please note that the closing date is midnight Copenhagen time (CET)
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- For staff positions UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

*It is the policy of UNOPS to conduct background checks on all potential recruits/interns.*

*Recruitment/internship in UNOPS is contingent on the results of such checks.*

This vacancy is closed.