

Job Title : COMMUNICATION OFFICER (Project Post),P4
Department/ Office : United Nations Environment Programme
Location : GENEVA
Posting Period :
Job Opening number : 13-PUB-UNEP-28672-R-GENEVA (E)

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

Org .Setting And Reporting

The United Nations Environment Programme (UNEP) is the United Nations systems designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. The post is located in UNEP/DEPI, in the Freshwater & Terrestrial Ecosystems Branch, in the United Nations Reducing Emissions from Deforestation and Degradation (UN-REDD), stationed and programmatically located with the UN-REDD Programme Secretariat at the Geneva duty station. Under the supervision of the Head of the UN-REDD Programme Secretariat the incumbent will play a key role in improving the visibility of the UN-REDD Programme by raising awareness of the UN-REDD Programme internally and externally.

Responsibilities

The incumbent will: a) Take the lead in the strategy, planning, development and implementation of information programs to publication of priority issues; b) Lead the implementation of the UN-REDD Programme Communication Strategy and support the monitoring and evaluation of the impact of the communication and knowledge management activities and products; c) Manage the development and implementation of innovative approaches to facilitate knowledge sharing among UN-REDD Programme staff, participating countries, and interested stakeholders; d) Ensure the content of all communication products is consistent with UN-REDD Programme and goals and meets UN quality standards for writing, design and production; e) Identify success stories and promote their communication to key audience and indirectly through news media, NGO networks and partners; f) Ensure all products reach target audiences through the development and implementation of distribution networks and mechanisms, contributing to and relying upon the UN distribution systems; g)

Manage editorial content of all communication products and documents for the UN-REDD Programme Secretariat; h) Oversee the planning and implement important visits, special events and other special communication activities related to REDD+.

Competencies

Professionalism: Ability to develop strategic partnerships and serve as a principal liaison with the media, government bodies, national groups, private sector organizations, educational institutions and international organizations, ensuring a constant flow of new information/content is posted on the UN-REDD Programme website and in the e-Newsletter. Knowledge of REDD/climate change, communications networks. Proven ability to work well under pressure. Proven ability to provide professional communication consultation.

Communications: Highly developed communication skills (spoken, written and presentational) with ability to originate, solicit, write and edit complex or sensitive materials for distribution in newsletters, websites, reports and UN-REDD publications. **Planning and organizing:** Ability to work to tight deadlines, handle concurrent projects including organizing media coverage and arrange for briefing, interviews on UN-REDD issues and events. **Teamwork:** Ability to work collaboratively with colleagues in the UN partner agencies working on UN-REDD, to achieve organizational goals. Ability to work well in team environments. **Strong client service approach** **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education

An advanced university degree (masters or equivalent) in Journalism, Communication or related field. A first level degree in combination with qualifying experience may be accepted in lieu of the advanced university degree

Work Experience

A minimum of seven years practical work experience in planning, implementing and evaluating comprehensive communications and knowledge management programmes.

Languages

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is required. Knowledge of other official UN Languages preferably French or Spanish would be an asset.

Assessment Method

Evaluation of qualified candidates for this position will include a substantive assessment which will be followed by a competency-based interview.

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. 1. All applicants are strongly encouraged to apply online as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. Online applications will be acknowledged where an email address has been provided. 2. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please send an email to recruitment@unon.org, quoting the job opening number in the subject header of your email.

United Nations Considerations

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). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.