



Vacancy No.: AC/UNSSC/004/2016
Post Title and Level: Associate Collaborator, Communications
Organizational Unit: Directorate
Duty Station: Turin, Italy
Duration: 1 year full-time, renewable subject to satisfactory performance
Deadline for applications: 14 October 2016

Background Information

Since 2014 the College has embarked on a process of transformation with three strategic objectives: (i) become the centre of excellence for knowledge and learning on sustainable development, the UN system's new framework of reference; (ii) build the capacity of UN staff to lead and manage change, to enable the UN system constantly to adapt to the fast-evolving global environment; (iii) develop institutional partnerships with UN entities to scale up the delivery of learning programs and thereby achieve system-wide impact.

In this context, the College recognised that professionalising its corporate communications is a key prerequisite for achieving its strategic objectives. In 2015 it developed a corporate communications strategy, with two distinct objectives: with regard to corporate communications, position the College as *the* learning organization of the UN System; with regard to marketing, increase the number of UN staff attending the College's course.

The College now requires dedicated professional expertise to implement the strategy.

Description of duties

Reporting to the Director, the incumbent will:

- Draft content for a variety of written and oral communication and marketing products, including brochures, newsletters, press releases, institutional reports, publications, news articles, feature articles, blogs, website content, talking points, presentations, speeches, videos and podcasts
- Disseminate content through the appropriate channels, monitoring impact and adjusting the dissemination strategy as required
- Take responsibility for the production of printed products by identifying and liaising with external graphic designers, selecting the layout and visual contents, and ensuring adherence to the College's branding policy and quality standards
- Maintain an active presence of the College on social media by posting on a regular basis relevant content

- Conceptualize, plan, organize and implement campaigns and other activities as required
- Coordinate the communication activities of the College's teams and ensure that the materials produced adhere to the College's branding policy and quality standards
- Revise and update the corporate communications strategy as required
- Perform other duties as required.

Qualifications and Experience

Education:

Advanced university degree (Master degree or equivalent) in communications, public relations, journalism, marketing, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

At least five years of progressively responsible experience in communications, public relations, public information or marketing. Good computer skills and experience with web-based marketing and communication tools. Experience working in a multicultural environment, in an executive education environment, and/or in the United Nations is a distinct advantage.

Languages:

Outstanding command of written and spoken English is required; English as mother tongue is strongly desirable. Knowledge of another UN official language is an asset. Knowledge of Italian is an advantage.

Competencies

Professionalism: Proven experience and expertise in communications. Experience in using social media to achieve corporate communications objectives. Ability to work independently; high degree of personal initiative and willingness to accept a wide range of responsibilities.

Communication: Outstanding communication skills in English, both orally and in writing. Proven ability to speak and write clearly, concisely and effectively. Ability to tailor language, tone, style and format to the audience.

Planning & Organizing: Ability to identify priority activities and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; monitor and adjust plans and actions as necessary; use time efficiently.

Teamwork: Ability to work collaboratively with colleagues to achieve organizational goals; solicit input by genuinely valuing others' ideas and expertise; place team agenda before personal agenda; share credit for team accomplishments and accept joint responsibility for team shortcomings.

Other information

This appointment corresponds to a local recruitment. The successful candidate is responsible for any expenses incurred in order to take up the duty.

The Associate Collaborator is neither a “staff member” under the Staff Regulations of the United Nations nor an “official” for the purpose of the Convention of 13 February 1946 on the privileges and immunities of the United Nations. However, the Associate Collaborator may be given the status of an “expert on mission” in the sense of Section 22 of Article VI of the Convention and, if required to travel on behalf of the United Nations, may be given a United Nations certificate in accordance with Section 26 of Article VII of the Convention.

Submission of applications:

The application (in English) should include the following:

1. A duly completed, updated and signed P11 form (<http://www.unssc.org/home/sites/unssc.org/files/p11un.doc>);
2. A motivation letter elaborating in a concise style why you consider yourself qualified for this position.

The application should be submitted preferably by e-mail to recruitment@unssc.org with a subject title of “Application for Communications Associate Collaborator, AC/UNSSC/004/2016”.

If electronic submission is not possible, hard copy can be mailed or faxed to:

United Nations System Staff College
Fax: (+39) 011 65 35 902

Late submission of application and/or incomplete application will not be considered. Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.