



**UNITED NATIONS
SYSTEM
STAFF COLLEGE**

Vacancy No:	IC_012_2025
Post Title:	Individual Consultant – Communication Assistant (see conditions of contract)
Organizational Unit:	Communications and Outreach, Directorate
Duty Station:	Turin, Italy
Duration:	Up to 45 days until 31 December 2025
Deadline for applications:	14 October 2025
Remuneration fees:	100 EUR per day

At the United Nations System Staff College (UNSSC), the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNSSC is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Organizational context:

Established by the UN General Assembly in 2002, the United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

Clear and compelling communications are critical for advancing UNSSC's mission and visibility. They help the College connect meaningfully with diverse audiences, demonstrate the real-world impact of its work, and position it as a trusted voice within and beyond the UN system. By telling the story of UNSSC's programmes and achievements in ways that are accessible and inspiring, communications play a vital role in amplifying the College's contribution to the goals of the United Nations.

Terms of reference

Under the supervision of the Team Lead, Communications and Outreach, the individual consultant will perform the following duties:

- Editorial support: Edit, proofread, and format communication products to ensure clarity, consistency, and compliance with UN style guidelines.

- Email marketing: Draft content, maintain and clean distribution lists, prepare and send marketing and informational emails, and track performance metrics.
- Website management: Upload and edit website content (text, visuals, documents)
- Analytics and reporting: Collect and analyse data on social media, website, and campaign performance to support strategic communications decisions.
- Graphic design support: Produce simple visuals, infographics, presentations, and layouts using established templates and brand guidelines.
- Multimedia support: Assist with video production coordination, subtitling/captioning and uploading content to platforms.
- Knowledge management: Maintain a well-structured and up-to-date shared drive, ensuring that files, templates, and resources are easily retrievable. Capture key takeaways from meetings.
- Administrative support: Handle procurement processes for communications-related goods and services, support vendor coordination, and process social media and other communications-related invoices.
- Other related tasks: Provide additional communications and administrative support as required.

Qualifications required

Education

A relevant postgraduate qualification in communications, international affairs or a related field.

Experience

At least six months of professional experience relevant to the role in communications. Previous work experience in the UN system is an asset.

Languages

Fluency in English is required. Knowledge of another UN official language is an asset.

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 write clearly, concisely and effectively across a variety of digital channels. 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.

Submission of applications:

The application (in English) should include the following:

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

Please apply through the online application form available at:

<https://www.unssc.org/about/employment-opportunities>