

Vacancy No:	IC_003_2024
Post Title:	Individual Contractor, Communications Assistant (see conditions of contract)
Organizational Unit:	Directorate – Communications (60%) Knowledge Centre for Leadership and Management (20%) Digital Learning Services (20%)
Duty Station:	Turin, Italy
Duration:	Until 31 December 2024
Terms of remuneration	120€ per day
Deadline for Application:	20 May 2024

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.

Organization 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.

UNSSC has a presence on various social media platforms, including Facebook, Twitter, Instagram, and LinkedIn. These platforms serve multiple purposes, primarily to communicate the brand value of UNSSC, its contribution to the overall UN system, and to promote the learning opportunities offered by the

College's programmatic teams. A key online learning platform which UNSSC offers is the Blue Line for self-directed online learning.

Objectives

The key objective of this assignment (60 per cent of the Individual Contractor's time), is to support the communications teams on a variety of communications and marketing tasks listed below. Twenty per cent of her or his time will focus on supporting the Knowledge Centre for Leadership and Management on a number of specific communications tasks, while 20 percent will be devoted to supporting UNSSC's Intergrated Business Centre, Digital Learning Services.

Responsibilities

For the Communications Team (60 per cent)

- Develops and maintains social media calendars to facilitate effective social media planning in alignment with the requirements of programme colleagues and the Communications team.
- Plans, drafts and curates high-quality posts in English for UNSSC social media channels, guaranteeing coherence and consistency of the digital presence, including posting advertisements on referral websites.
- Works with colleagues from across UNSSC to provide support on the research and production of materials for social media and the website.
- Coordinates the effective use of Mailchimp to support UNSSC marketing.
- Handles procurement for the communications team and other related tasks as needed.

For the Knowledge Centre for Leadership and Management (20 per cent)

- Contributing to the development and execution of communication campaigns to promote the contribution of Knowledge for Leadership and Management (KCLM) to the UN system.
- Assists in the production and dissemination of communication materials, such as news stories, press releases, newsletters, social media posts, and brochures, focusing on leadership and management topics, as per guidance, requests and instructions received from the KCLM team.

For the IBC Digital Learning Services (20 per cent)

- Contributing to the development of communications content for the Blue Line and managing the interaction with its audience effectively.
1. Develops and implements content plans for the Blue Line newsletter and collaborates with team members and internal and external partners to produce a variety of Blue Line-specific content pieces such as articles,

news updates, social media posts, and tailored insights. Regularly maintains and segments the Mailchimp audience list, alongside analysing engagement metrics, to inform and optimize future content and design.

Required Skills and Experience

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:

- a duly completed, updated, and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)

- 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>