

Job Title : COMMUNICATION OFFICER (Project Officer), P4
Department/ Office : United Nations Environment Programme
Location : BONN
Posting Period : 11 July 2013-9 September 2013
Job Opening number : 13-PUB-UNEP-29003-R-BONN (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. Established in April 2012, the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) has a membership of over 100 Governments (see www.IPBES.net) and seeks to respond to the needs of governments and other stakeholders. Members of the Platform have agreed that the secretariat of the Platform will be established in Bonn, Germany. The IPBES Communications and Stakeholder Engagement Officer will report to the IPBES Secretary on communications, outreach and stakeholder engagement and will be responsible for the following functions:

Responsibilities

1. Support the development and implementation of the IPBES communication strategy: Ensure implementation of IPBES communication and outreach efforts in an integrated manner; online communication activities (IPBES website and social media) and the production of dissemination material, and support to outreach events. 2. Undertake activities to promote media coverage for IPBES, priority issues and/or major events. 3. Produce or oversee production of information communications products on IPBES and the overall responsibility for the management and maintenance of the IPBES website. 3. Monitor and analyse current events, public opinion and press, identify issues and trends, and advise management on appropriate action/responses of relevance to IPBES. 4. Organize stakeholder and outreach events. 5. Support communication and outreach activities as part of the IPBES plenary and related meetings. 6. Act as focal point for communications and stakeholder engagement within the IPBES Secretariat: provide communication tools, briefs, guidance and advice to IPBES

organs including the Secretariat, Bureau and Multidisciplinary Expert Panel. 7. Liaise with potential communications and stakeholder engagement partners, and support the coordination of communication and outreach efforts by all IPBES organs. 8. Initiate and sustain professional relationships with key IPBES stakeholders: strengthen partnerships and cooperation in the field of advocacy and public information between IPBES Plenary and the IPBES stakeholder community. 9. Support the implementation of the Stakeholder Engagement Strategy for IPBES, with relevant IPBES structures and partners. 10. Support Stakeholder participation in the IPBES meetings. 11. Evaluate results and impact of IPBES communication and outreach activities and stakeholder engagement and reporting on progress. 12. Provide guidance to, and supervise as appropriate, staff in the Secretariat working on communications and outreach.

Competencies

Professionalism: Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective and integrated campaign strategies and programmes, e.g. campaign management, media operations, marketing and promotion, audience outreach, message targeting. Ability to rapidly analyze and integrate diverse information from varied sources. Ability to identify public affairs issues, opportunities and risks in an international environment. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Knowledge of relevant internal policies and business activities/issues. Ability to produce a variety of written communications products in a clear, concise style. Ability to interact and guide high level officials in their IPBES communication work and strategies. Ability to deliver oral presentations to various audiences. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client. **Planning and organizing:** Ability to work to tight deadlines, handle concurrent projects including organizing media coverage and arrange for briefing, interviews on Biodiversity and Ecosystems Services issues.

Education

Advanced university degree (Master's degree or equivalent) in science communications, public information, scientific journalism, international relations, stakeholder engagement, 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

A minimum of seven years of progressively responsible experience in communication, public information, journalism, international relations, stakeholder engagement or related area. Experience with working with key IPBES stakeholders in an international setting is an added advantage. Experience in planning and organizing events and/or conferences, is desired. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Languages

English or French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is required. Knowledge of another UN official language is strongly desired.

Assessment Method

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

Special Notice

This is a project post available for one year. Please note that extension of the appointment is subject to extension of the mandate and/or the availability of the funds. 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. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. 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 seek technical assistance through the Inspira "Need Help?" link.

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.