

Posting Title:	Communications Assistant
Department/Office:	United Nations Environment Programme
Duty Station:	BONN
Posting Period:	24 May 2018 - 16 June 2018
Job Opening Number:	18-United Nations Environment Programme-98135-Individual Contractor
Staffing Exercise	N/A



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Result of Service

Efficient and effective support is rendered to the IPBES Head of Communication in implementation of the IPBES communications strategy.

Work Location

Bonn, Germany

Expected duration

1 August 2018 – 31 March 2019 (8 months).

Must be physically based in Bonn, Germany, at the IPBES offices for the duration of this contract.

Duties and Responsibilities

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 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 to strengthen the science-policy interface on biodiversity and ecosystem services. This post is located in UNEP/DEWA at the Bonn Duty Station.

Duties and Responsibilities

Under the overall supervision of the IPBES Head of Communications, the Individual Contractor will support the implementation of the IPBES communication strategy in the following areas of responsibility:

Outreach material

- Draft, proof-read and edit content and work with designers, translation services, printers and others on communication materials/marketing collateral, such as brochures, posters, infographics, videos, presentations etc.
- Identify, liaise and coordinate with appropriate vendors/service providers in support of procurement of such materials, working with the IPBES administrative team.

Social media

- Researching, designing and scheduling creative and relevant social media posts, with a specific focus on Twitter, Facebook, YouTube, Instagram and LinkedIn to significantly increase reach, engagement and 'followers' among priority target audiences in accordance with the detailed IPBES social media strategy.
- Assist with recruitment and mentoring of IPBES social media interns and liaison with social media consultants/contractors and designers.
- Monitoring of IPBES social media performance, providing regular reports to internal audiences on progress against targets and developing recommendations for improvement based on data analytics and best-practice.

'Traditional' media

- Further develop and maintain the IPBES media contacts database.
- Serve as the focal point for all incoming correspondence and queries related to communications, outreach and stakeholder engagement – especially via the IPBES media email account, website contacts and social

Accessibility

media messages.

- Liaison with 'traditional media' consultants/contractors.
- Support in monitoring IPBES 'traditional' media performance.

Website and impact tracking

- Ensure that communications and outreach content is regularly updated on the IPBES website, including preparation and uploading of this material, maintenance of the IPBES 'media watch' and ongoing liaison with other IPBES staff to ensure the timely and consistent updating of other elements of the site.
- Maintenance and regular updating of the IPBES 'Impact Tracking Database' (TRACK) – including regular liaison with the wider IPBES stakeholder community.

Day-to-Day communications task

- Photography and videography support – including maintenance of the IPBES video and photo library.
- Coordination of shipments/courier services to provide IPBES outreach and communications materials to events around the world.
- Support on new stakeholder and IPBES membership enquiries and process facilitation.
- Occasional representation of the IPBES communications unit in internal and external meetings and events.
- Support to IPBES internal and external communications – including using MailChimp and related services, as well as liaison and coordination with translation services etc.
- Support to IPBES stakeholder engagement activities – specifically liaison with and support to the project team for the 2019 IPBES Stakeholder Day.
- Limited administrative back-stopping.

Qualifications/special skills

- At least 5 years of relevant work experience in communications and/or outreach – ideally in the context of the United Nations or similar international development organisation, with a proven track-record of excellence in crafting written communications in English.
- Design, layout and editing experience will be a recommendation.
- Knowledge and working experience of environmental (and especially biodiversity-related) issues will be a recommendation.

No Fee

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