



**VACANCY ANNOUNCEMENT**  
**(External/Internal)**

Female candidates from all Member States are particularly encouraged to apply.

---

<b>Vacancy Announcement No:</b> VA-2008/029	<b>Date of Issuance:</b> 21 May 2008
<b>Post Title and Level:</b>	<b>Public Advocacy and Media Specialist, P-4</b>
<b>Duty Station:</b>	Vienna, Austria
<b>Organizational Unit:</b>	Public Advocacy and Communications Unit BUREAU FOR ORGANIZATIONAL STRATEGY AND LEARNING
<b>Expected entry on duty:</b>	Fourth quarter 2008
<b>Indicative Minimum Net Annual Remuneration:</b> <i>(including post adjustment at single rate for current month)</i>	US\$ 111,791
<b>Type of Appointment:</b>	fixed-term, three years
<b>Deadline for the receipt of applications:</b>	<b>10 June 2008</b>

---

**Organizational Context**

- The Bureau for Organizational Strategy and Learning (OSL) acts as the executive office of the Director-General and is responsible for the strategic positioning of UNIDO within the development cooperation community in general and the UN system in particular.
- Under the overall direction of the Director-General and the policy guidance of the Chief of Cabinet, the Public Advocacy and Communications Unit (PAC) is responsible for UNIDO's visibility and public image, and promoting the Organization to an external audience, including media relations, the preparation of strategic advocacy communication materials, the maintenance of UNIDO's website, and the promotion of UNIDO's role and image at high-profile public events. The Chief of Unit is also the Spokesperson of the Organization.
- Under the direct supervision of the Chief, Public Advocacy and Communications Unit, and in collaboration with OSL/PAC staff, the incumbent will: (1) prepare advocacy and publicity materials for the Director-General, the UNIDO Spokesperson as well as UNIDO senior management, (2) write and edit advocacy and communication materials for print and electronic media, (3) assist in the development of the Unit's work programme and its implementation with a specific focus on high-level events, and (4) support the Chief in his role as the UNIDO Spokesperson.
- After a certain number of years located at Headquarters, the incumbent must be prepared to be rotated into a position in one of UNIDO's field offices, as part of the Organization's Field Rotation Policy.

**Main Functions**

- Provides support to the Chief in the conceptualization and subsequent implementation of a strategic work programme to promote the Organization within the context of the international development agenda and UN reform, especially in the media.
- Makes effective use of relevant networks to promote key events and issues in the media, thus contributing to accurate reporting and understanding of UNIDO activities.
- Prepares advocacy material, including speeches, for the Director-General, the UNIDO Spokesperson as well as the Organization's senior management. Proactively prepares materials including press releases, articles for publication in the media and specialized journals on the UNIDO website concerning important policy statements and positions, missions, agreements signed and other major events and make them available to the media.
- Prepares coherent messages and advocacy campaigns about the mandate, function and impact of UNIDO's activities, including the proactive identification, research and preparation of publicity materials and case studies on successful UNIDO programmes and projects; make these available to the media.
- Actively cooperates with the Publications Committee to ensure the compliance and coherence of UNIDO's promotional and information materials with the thematic and other priorities, as well as the advocacy campaigns promoted by the Organization.

- Interacts with UNIDO stakeholders, and in particular with the private sector, civil society organizations, NGOs and academia towards raising awareness for synergetic activities.
- Advises and closely cooperates with colleagues to design and prepare UNIDO materials for their subsequent dissemination in major conferences, exhibitions, etc.
- Undertakes other related duties and assignments as may be required by the Chief, OSL/PAC and the Director-General.

#### **Required Competencies**

- Excellent oral and written communication skills (samples of written material will be requested); excellent promotion and event management skills; knowledge of global development priorities and trends, especially in the context of UNIDO's thematic priorities and operational activities; analytical and problem-solving skills; leadership and team-working skills. Able to develop and maintain strong contacts with media representatives.

#### **Minimum Requirements**

- Education: Advanced university degree in development economics and/or journalism or international relations or related field.
- Experience: Minimum of 7 years of professional experience in development, public advocacy, event management, as a speech writer, journalist or equivalent in preparing attractive information material and advocacy campaigns at the international level, preferably in an international Organization or advocacy group. Proven experience in networking with the media.
- Language: Perfect command of English, equivalent to mother tongue level, both spoken and written. Working knowledge of French and Spanish would be an advantage.

All applications must be submitted online through the [Online Recruitment System](#)

Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.

*Visit the UNIDO website for details on how to apply:*  
[www.unido.org/employment/howtoapply](http://www.unido.org/employment/howtoapply)