



United Nations University



IHDP

International Human Dimensions Programme  
on Global Environmental Change

## **VACANCY ANNOUNCEMENT**

**Release Date: 31 May 2007**

### ***Communications Officer at the IHDP Secretariat (part time: 60-80%)***

**The International Human Dimensions Programme on Global Environmental Change is a joint programme of the International Council for Science (ICSU), the International Social Science Council (ISSC) and the United Nations University (UNU). The IHDP Secretariat is administered and hosted by the United Nations University at the United Nations Campus in Bonn, Germany. IHDP Secretariat staff is employed by UNU and based in Bonn.**

IHDP is an international, interdisciplinary science programme. It promotes, co-ordinates and communicates research on the human dimensions of global environmental change. This research focuses on the ways human beings and societies (a) contribute to and drive global environmental change; (b) are influenced by and impacted upon by global environmental change, and (c) respond to global environmental change. IHDP takes a social, human, behavioural and economic science perspective and works at the interface between science and practice. IHDP entertains a world-wide network of distinguished scientists, runs and/or co-sponsors about a dozen international science projects and organizes capacity development and training activities. IHDP is a member of the Earth System Science Partnership (ESSP). The IHDP Secretariat is the central node of the programme's activities and is mandated to oversee and implement its operations. It is administered and hosted by the UNU at the UN Campus Bonn, which hosts a variety of UN agencies working in the field of environment and sustainable development. A team of professionals from different national and academic backgrounds staffs the IHDP Secretariat. The main working language of the IHDP is English.

The IHDP Secretariat is currently seeking to fill the position of Communications Officer (CO). The position is central to the Secretariat's goal of promoting, co-ordinating, and communicating research, policy advice and capacity development. The CO works closely with IHDP's Scientific and Programme Officers and our International Project Offices and partner programmes, and reports directly to the IHDP Executive Director. The CO is in charge of a portfolio of ongoing and fast-track activities in the area of public information, communication and outreach, and oversees and/or conducts a number of publication and editing activities. He/She contributes to programme planning, reporting, and the development of new activities.

#### **QUALIFICATIONS:**

- Advanced (post)graduate degree(s) preferably in the communications and journalism disciplines. Some study background or training in the environmental or social sciences.
- Demonstrated interest and/or experience in global environmental change research and policy, knowledge of international scientific collaboration and network development.
- Significant professional experience (3-5 years) in outreach, public information and communication, press and media work, especially in scientific contexts.
- Excellent in spoken and written English. Other languages desirable. Strong drafting, writing and editing skills. Computer literate (Word, Excel, Access, PowerPoint, Website design and maintenance - Html or other tools, CMS, Databases).
- Demonstrated ability to coordinate multiple tasks and prioritize job functions. Able to work efficiently and exercise sound judgement under minimal supervision. Able to supervise colleagues and able to work effectively as a member of a team.
- Willingness to travel internationally and perform under time pressure.

## **TERMS OF REFERENCE:**

Under the authority of the IHDP Executive Director the successful candidate will

### **• Principal Responsibilities**

1. Act as the IHDP Secretariat's key liaison to press, media, experts and the public. Provide clearing house functions to various IHDP Science Projects and joint research projects with partner programmes.
2. Develop, organize, implement and monitor IHDP's various publications, its public information and outreach strategies and products.
3. Organize and oversee the Secretariat's web, reference and database management.
4. Act as the programme's main spokesperson.

### **• Individual Responsibilities**

- Design and implementation of the IHDP communications strategy, including information and outreach activities and production of relevant information material
- Editor-in-Chief of IHDP's scientific newsletter UPDATE, including contacts to authors, editing and writing of texts, supervising layout and distribution
- Editor-in-Chief of IHDP's Annual Report, supervising layout and distribution
- Editor-in-Chief of IHDP's E-zine, supervising layout and distribution
- Acting as the spokesperson of the IHDP SC Chair and the IHDP Executive Director
- Drafting of IHDP Press Releases; organizing outreach and press activities for IHDP and the core research projects
- Editing of IHDP Research Science Plans
- Drafting and editing of IHDP general information materials (for example project information flyers, posters) and supervision of their production
- Representing IHDP at conferences, meetings and public events
- Managing and supervising the development and maintenance of IHDP's website ([www.ihdp.org](http://www.ihdp.org))
- Managing and supervising the development and maintenance of the IHDP Database
- Participating in the activities of the communications team of the Earth System Science Partnerships (ESSP, consisting of IHDP, IGBP, WCRP and DIVERSITAS)
- Performing other duties as instructed by the IHDP Executive Director

The preferred starting date is 1 September 2007. Please submit your full application (letter of motivation, CV, references, work samples and salary expectations).

***Deadline for application: 30 June 2007***

The successful candidate will be based at the UN Campus in Bonn. The position is initially meant to be filled on a part-time basis. Weekly working hours can be discussed. Monthly remuneration shall be tax-free and commensurate with the incumbent's relevant experience and academic qualification.

***For more information please visit the IHDP website, [www.ihdp.org](http://www.ihdp.org).***

Please address your application **BY POST OR EMAIL** to Dr. Andreas Rechkemmer, Executive Director IHDP, UN Campus, Hermann-Ehlers-Str. 10, D-53113 Bonn, Germany,  
**Tel.:** + 49 (0) 228-815 – 0602, **Fax:** + 49 (0) 228-815 – 0609. Email: [siklossy@ihdp.unu.edu](mailto:siklossy@ihdp.unu.edu).

Suitably qualified women candidates and applicants from developing countries are particularly encouraged to apply. Only short-listed candidates will be contacted; unsuccessful applications can neither be acknowledged nor returned.