

Junior Multimedia Consultant in UN City Communications

Location: Copenhagen, Denmark

Post level: Consultant

Posting Date: 13 February 2024

Apply Before: 26 February 2024 at 23:59 (Copenhagen time)

Job Schedule: Full-time

Agency: UNDP

Starting Date: 1 May 2024 or as soon as possible

Duration of Contract: 12 months

Job Description

Background

UN City Copenhagen comprises two campuses with a total of 2,000 employees. Campus 1 opened in 2013 and houses 1,700 employees from 108 different countries working in 10 different agencies. Campus 2 is home to UNICEF Supply Division with 400 employees and is the largest humanitarian warehouse in the world.

The 10 UN agencies resident in UN City vary in size and mandate. They do, however, share a common agenda: to achieve the 17 Sustainable Development Goals by 2030.

Prior to the construction of Campus 1, several agencies were located in different parts of Copenhagen. Gathering the organisations in the same building facilitates and enhances cross-organisational cooperation.

UN City has become a hub where agencies can collaborate, share knowledge, and work with experts from different fields and sectors.

Job Purpose and Organisational Context

The UN City Communications Office is looking for a new colleague to manage multimedia activities. The Junior Multimedia Consultant will work in close collaboration with the 10 UN agencies resident in UN City to engage key stakeholders and Nordic constituencies in the 2030 Agenda and increase awareness of the impact of the work of the United Nations in general and that of the resident agencies in particular.

The UN City Communications Office consists of one Head of Communications, a communication team of two communication consultants and two interns as well as a school service of five teaching consultants and three student assistants. The office delivers communications services to all UN agencies in UN City, coordinates shared outreach activities, engages in new partnerships, promotes the 2030 agenda and the work of the entire UN system, and teaches some 16,000 students every year about the Sustainable Development

Goals. Finally, the office drives internal communications activities, managing the UN City Intranet and the internal newsletter, The UN Cityzen.

Duties and Responsibilities

- Implementation of the global communication priorities as defined by the UN Department of Global Communications and UN City Communications as well as monitoring and reporting on communications efforts.
- Improve the digital visibility of UN City Copenhagen through high-quality communication products.
- Management of UN City's social media accounts (Facebook, LinkedIn, Instagram, and X) including reporting.
- Coordination of joint communications activities in collaboration with the 10 resident UN agencies.
- Provision of photography and videography services to the resident agencies.
- Production of compelling copy for various purposes, including social media, promotion materials, and web articles.

Institutional Arrangement

Core Competencies

Achieve Results: LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline.

Think Innovatively: LEVEL 1: Open to creative ideas/known risks, is a pragmatic problem solver, makes improvements.

Learn Continuously: LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback.

Adapt with Agility: LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible.

Act with Determination: LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident.

Engage and Partner: LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships.

Enable Diversity and Inclusion: LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination.

Cross-Functional and Technical Competencies

Business Management: Communication

Ability to communicate in a clear, concise, and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.

UN Policy Ethics: UN Policy Knowledge – Ethics

Knowledge and understanding of the UN staff regulations and rules and other policies relating to ethics and integrity.

Required Skills and Experience

Experience: 1–3 years of proven work experience.

Education: A Master’s degree in media and communications, journalism, marketing, or a related field, or a Bachelor’s degree plus two (2) additional years of relevant work experience.

Required Skills:

- Content production for digital platforms and print including use of the Adobe Creative Suite (Premiere Pro, InDesign, Illustrator, Photoshop, Lightroom) and WordPress;
- Project management and event management;
- Social media management;
- Collaboration with various stakeholders across UN agencies, the public and private sector, as well as civil society organisations;
- Public speaking and workshop facilitation.

Required Language Skills (at working level): Excellent knowledge of written and spoken English. CV and Cover Letter must be submitted in English.

How to Apply

Please send your application to Freja Falkenberg at freja.falkenberg@undp.org no later than 26 February at 23:59. (Copenhagen time). Your application must hold a CV, a Cover Letter (maximum one page), and potential other supporting documents.