



The **UNESCO Institute for Lifelong Learning (UIL)** is an international research, capacity-building and documentation centre based in Hamburg (Germany), and is currently seeking a full-time

Public Relations and Communication Specialist

Duties for this post include:

- ✚ Coordinating all press and public relations activities (e.g., editing and publishing UIL website NEWS, the UIL newsletter NEXUS, the UIL Annual Report, as well as taking care of visitor groups and the organization of events).
- ✚ Coordinating the implementation of UIL's Communication Strategy.
- ✚ Producing print and online materials to support fundraising activities and donor relations.
- ✚ Coordination of UIL's research and training partnership with the University of Hamburg within the framework of the Memorandum of Understanding and Host Country Agreement.
- ✚ Networking with UNESCO Member States, UNESCO units, NGOs and other relevant stakeholders.

Your profile:

- ✚ University degree at BA/MA level in Education, Social Sciences or Communications/Public Relations
- ✚ At least five years' experience in the field of Public Relations, preferably in an academic or IGO environment.
- ✚ Excellent command of English (both written and spoken). Fluency in French, German or Spanish would be an advantage.
- ✚ Excellent command of MS-Office Suite. Some familiarity with DTP and graphic design programs, such as Adobe InDesign and Photoshop, as well as content management systems, would be an advantage.
- ✚ Strong communication, interpersonal and team-working skills.

Terms & conditions:

The salary for this local post is based on the German Tariffs Agreement for Public Service (TVöD), salary group 11. The salaries of UIL staff are exempt from direct taxation.

Applications, accompanied by curriculum vitae, references and copies of relevant certificates, must be submitted by 12 July 2013 to the following address:

UNESCO Institute for Lifelong Learning
Ms Claudia Brandt
Feldbrunnenstrasse 58
20148 Hamburg
uil-apps@unesco.org