

Vacancy Announcement: Traineeship – Communications for Energy in Displacement Settings

Vacancy Type: Traineeship

Duration of contract: Four to six months. The traineeship programme is normally on a full-time basis and trainees are expected to work five days a week.

Deadline for applications: 5 January 2025

Indicative Start Date: 15 January 2025

Division/Programme Unit: Division for Peace/PTPU

Project title: Global Platform for Action for Sustainable Energy in Displacement Settings (GPA)

Duty station: Geneva, Switzerland

Area of Specialization/Thematic Areas: Communications for Energy in Displacement Settings

Overview (quick description of the funded project and its context):

The Global Platform for Action for Sustainable Energy Solutions in Situations of Displacement (GPA) was established to enable increased access to sustainable energy solutions in displacement settings. Aligned with the Sustainable Development Goal 7, the GPA is guided by the vision that: “every person affected by conflict or natural disaster has access to affordable, reliable, sustainable and modern energy services by 2030.” Its mission is to equip all stakeholders with the capacity to mainstream sustainable energy solutions into programming and implementation, with the goal of delivering improved protection, dignity, and energy related social, environmental, and economic benefits to displaced people. The supporting members are facilitating a community of practice of over 300 members in five thematic working areas that address current challenges and barriers to achieving access to sustainable energy for displaced people, namely: coordination and planning, policy and advocacy, innovative financing, technical expertise and capacity building, and data. The process is guided by a steering group consisting of members from the UNITAR, UNHCR, IOM, GIZ, WFP, FAO, Chatham House, Practical Action, UNDP, the Clean Cooking Alliance, Mercy Corps, SNV, MECS, NORCAP and Sustainable Energy for All. The Coordination Unit of the GPA is housed at UNITAR, within the Peacekeeping Training Programme Unit (PTPU).

General objectives of the contract: Under the supervision of the Assistant Programme Officer, within the Peacekeeping Training Programme Unit, the trainee will support critical communication activities of the GPA team.

Responsibilities/description of professional services:

1. Support implementation of communication, reporting activities and strategies including strengthening internal communications, broadening public outreach, establishing GPA brand through promoting its Steering Group members and other partners.
 - a. Assist the Social Media Management with social media outreach and engagement on Twitter and LinkedIn.
 - b. Support with organizing events, drafting and editing materials such as guides, factsheets, and reports.
 - c. Assist in the preparation of high-level events such as UNGA, COP28, Humanitarian Networks and Partnerships Weeks (HNPW), etc.
 - d. Design and develop visual content for public outreach for social media and offline promotion, such as posters, banners, flyers, quote cards, GIFs, etc
 - e. Draft routine correspondence, memoranda, press release, reports, factsheets, articles, blogs, newsletters, etc.
 - f. Update information on the GPA website, including events page, career pages, news stories, etc.
 - g. Develop monthly newsletters by gathering latest information on humanitarian energy
2. Support the GPA team members in general administrative functions on budgeting, procurement, travel, documents preparation for agreements between parties, contractual procedures for human resources, etc.
 - a. Arrange appointments/meetings for both internal and external entities
 - b. Attend meetings/events as a rapporteur, take notes and prepare meeting minutes
 - c. Facilitate implementation of personnel administrative formalities and processing of documents in relation to official travels, leaves and movements of staff. Support staff members with processing personnel-related documentation
 - d. Assist in conducting procurement formalities to obtain required services according UNITAR rules and guidelines
 - e. Support organizing trainings, workshops, webinars, high-level meetings, and other events with logistical, technical and administrative functions
 - f. Coordinate between the administrative support staff of the PTP unit and project management teams within the GPA coordination unit
3. Undertake any other tasks assigned.

Measurable outputs/deliverables/schedule of deliverables:

- Assigned tasks on preparing reports, briefing papers, and other documents are completed.
- Administrative functions are prepared and supported on time.
- Regular contents for the social media channels are produced, logged and published.

- Social media channels are active and producing quality performance.

Performance Indicators for evaluation of results:

- Quality submission of deliverables.
- Activities implemented with a high degree of effectiveness and efficiency, demonstrating a high degree of professionalism of the trainee, and contributing to an increase in the professional image of the Institute.

Competencies

Professionalism: Knowledge and understanding of the UN system. Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter. Conscientious and efficient in meeting commitments, observing deadlines, and achieving results. Motivated by professional rather than personal concerns. Shows persistence when faced with complex problems or challenges. Remains calm in stressful situations. Demonstrate self-awareness and willingness to learn from others. Is receptive to constructive feedback.

Planning & Organizing: Ability to apply judgment in the context of assignments given, plan own work, and manage conflicting priorities. Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; persistent when faced with complex problems or challenges; remains calm in stressful situations. Based on the supervision received, develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments with minimal supervision; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; monitors and adjusts plans and actions as necessary in a coordinated manner; uses time efficiently.

Commitment to continuous learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; excellent interpersonal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.

Communication: Excellent communication skills (spoken, written and presentation), including the ability to draft/edit a variety of written documents, such as reports, research, and other communication materials, articulating ideas in a clear and concise style; ability to prepare and deliver targeted and results-oriented presentations; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience and partners; demonstrates openness in sharing information and keeping people informed; strong interpersonal and communication skills.

Technological Awareness: Seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Required skills and Experience

Background

- Master's degree or equivalent in Communications, Journalism, Political Sciences, Public Information, International Relations, Humanitarian Action, Natural Resource Management, Sustainable Energy or other related fields; or an undergraduate degree in a similar relevant field, from an accredited and recognised academic institution is required.
- Applicants must be enrolled in an undergraduate/graduate/postgraduate degree or be a recent graduate with the qualifications listed above (if selected, they must commence the traineeship within two years of graduation).

Desired

- Have demonstrated experience with administrative functions and social media management.
- Expertise with social media trends, graphic design tools, creative works, political and cultural awareness.
- Have demonstrated interest in the core work of the GPA (energy access in displacement settings).

Technical competence

- Confident in Microsoft Office applications (Word, Excel, PowerPoint)
- Comfortable with Adobe Creative Suite (Photoshop, InDesign, Illustrator, Premiere Pro)
- Understanding of website backend management (CMS, WordPress, etc.)
- Experience in social media management tools (Trello, Hootsuite, Buffer, etc.)
- Knowledge of video/animation editing software (Powtoon, VideoScribe, or similar)
- Skills in graphic design – high awareness of social trend and capacity to design (canva, venngage, etc.)

Languages: A high standard in both oral and written English are required. Knowledge of French or another United Nations official language is an asset.

Learning Objectives:

After the assignment the trainee should be able to:

- Perform administrative duties including preparing documents for procurement, travel, etc.
- Manage, monitor, and analyse social media accounts on several platforms
- Edit and curate organizational website pages
- Draft reports and correspondence for global level audience
- Work independently and take initiative

Application Process:

Please submit [your application](#) along with a motivation letter as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Due to the high number of expected applications, only shortlisted candidates will be contacted. The deadline for

submission of applications is **05 January 2025**.

UNITAR shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs (Charter of the United Nations - Chapter 3, article 8). Priority will be given to the applicants from the under-represented regions at UNITAR.