

Speech Writer at United Nations Office for Project Services (UNOPS)

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Job Description

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The United Nations Office for Project Services is an operational arm of the United Nations, dedicated to implementing projects for the United Nations System, international financial institutions, governments and other partners in the aid world.

Functional Responsibilities

Ultimate result of services:

Visibility for UNEP's programme of work and policy positions through vibrant storytelling and expert editing of text products.

Below are some of the functionalities.

Under the supervision of the Press Secretary to the Executive Director, UNEP, the consultant will be responsible for the following duties:

Research and draft stories, op-eds, press releases and leadership pieces for publication on UNEP website and externally that support UNEP's policy positions and programmatic work on themes related to the Triple Planetary Crisis of Climate change, Biodiversity Loss and Pollution in line with ongoing work to promote World Environment Day, the Sustainable Development Goals, the sixth United Nations Environment Assembly (UNEA-6) and other UNEP priorities.

Draft speeches for the Executive Director (ED) and Deputy Executive Director (DED) use in their engagement in key flagship events with member states and other external

stakeholders; and revise content based on briefing materials and feedback through the office of the ED/DED.

Write forewords in the name of the Executive Director (ED)/Deputy Executive Director (DED) and for flagship and spotlights publications.

Craft scripts for video messages by the Executive Director (ED) and Deputy Executive Director (DED) marking major environmental international days and observance and for events where in-person participation is not possible.

Generate communications material for two key spotlight reports – the UNEP Emissions Gap Report and the UNEP Adaptation Gap Report.

Generate communications material for the Ozone secretariat.

Education/Experience/Language requirements

Education

Advanced University Degree (Master's Degree or equivalent) in communications, journalism, media, international relations or related field with a minimum of seven years of relevant experience is required;

A first level University degree (Bachelor's Degree or equivalent) in combination with 2 additional years of relevant experience may be accepted in lieu of an advanced university degree.

Experience

A minimum of 7 years of progressively responsible experience in communications sector is required.

Experience implementing strategic communication guidance on behalf of high-level officials is desired.

Prior experience working in UN agencies and/or international development agencies is an asset.

Language

Fluency in oral and written English is required.

Knowledge of another official UN language is an advantage

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