



Job Opening – Assistant Public Diplomacy Officer

The Permanent Mission of the Federal Republic of Germany to the United Nations is offering a position as **Assistant Public Diplomacy Officer** starting **January 1st, 2022** (full-time job, temporary employment until December 31st, 2023)

Description

As part of the press and communications team of the Permanent Mission of the Federal Republic of Germany to the United Nations, the incumbent will contribute to effectively communicating activities and outputs across the full range of UN-related topics as covered by the Mission. The key tasks relate to strategy and content aspects of online communications (web, social media) including creating quality audio-visual products, organizing of (press) conferences and other public events, also in virtual or hybrid settings, and managing the Mission's visitors program.

Principal Duties and Responsibilities

As member of the Mission's press and communications team headed by the Spokesperson, the responsibilities as assistant desk officer include, but are not limited to the following:

- Developing and implementing an effective and innovative online and social media strategy to further increase the reach of the Mission's accounts on Twitter (@GermanyUN, currently 77,000 followers) and Instagram (@germany_un, currently 7,000 followers) (Public Diplomacy)
- Formulating, creating and editing engaging media content related to Germany's activities in the UN system, especially for social media (audio-visual products such as videos, photos, graphics etc.)
- Further developing and updating the Mission's website
- Proofreading speeches, interviews, correspondence etc. as well as assisting in the transcription of speeches
- Contributing to the organization and conduct of (press) conferences, (virtual-hybrid) meetings and other events, including accompanying incoming visitors, members of the media and delegations.
- Providing briefings to external guests, in particular students, on the activities of the UN and the Mission as part of the Mission's visitors program

- Assisting with the Mission's procurement and dissemination of public diplomacy articles (various forms of branded gifts and give-aways)
- Monitoring and analyzing other UN-related (social) media outlets, in particular with a view to addressing disinformation.

Participate in special projects as needed and perform other duties as assigned.

Qualifications / Ideal Candidate's Profile

- Bachelor's Degree (preferably International Relations, Communications, Journalism major) or equivalent
- Native Speaker or equivalent proficiency in **English** and advanced level of **German**.
- Substantive work experience in political communications (government, journalism etc.) and in social media, including creating audio-visual products in professional video editing and graphic design software.
- Good knowledge of international affairs, in particular in relation to the UN, and international media.
- Open and welcoming attitude, professional presentation skills and ability to interact with an audience in an engaging manner.
- Ability to work as constructive and accessible member of a fast-moving team with high density of communication with team colleagues.
- Ability to work in fast-paced, deadline-driven environment. Readiness to accept in exceptional cases working hours in the evening or on weekends following prior team consultations and co-ordination.
- US-Citizen or valid work permit for the USA (green card)

Please send your **application** along with **additional documents** (CV, copies of diploma/certificates, employment references/recommendations, copy of passport/green-card) by **November 25th, 2021** to:

Permanent Mission of Germany to the United Nations

Joint Management Office

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