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**UNIVERSITÄT
BERN**

CDE
CENTRE FOR DEVELOPMENT
AND ENVIRONMENT

VACANCY

As an interdisciplinary centre of the University of Bern, the Centre for Development and Environment (CDE) has the mandate to foster research, implementation, and teaching concerned with sustainable development and global change, together with its academic partners in the global North and South.

CDE is seeking to fill the position of Head of Communications. The successful applicant, together with a small team, will work closely with CDE's partners from research and implementation in Switzerland and internationally.

Head of Communications CDE (60–80%)

DUTIES

- Strategically shaping the communication of CDE based on its strategy 2016–21
- Implementing the communications strategy of CDE, including managing and coordinating the work of the team members involved in communications activities
- Preparing and coordinating the production of information material on CDE and its research results (e.g. annual report, flyers, external newsletters, policy briefs, factsheets)
- Managing the content of the CDE websites and further development of social media channels
- Maintaining continuous media relations, aimed at increasing awareness of CDE, and ensuring media coverage of research results in Swiss and international newspapers, television, and radio
- Coordinating with the communications departments of the University of Bern, the Swiss National Science Foundation (SNSF), the Swiss Agency for Development and Cooperation (SDC), and partner universities
- Managing designated public events organized by CDE, including all public relations

REQUIREMENTS

- Professional experience in science journalism
- Ability to strategically develop and coordinate communication in an organization
- Excellent writing and editorial skills for translating research results into policy messages
- Experience in online journalism and social media
- A network of media contacts in Switzerland and abroad
- Strong interest in development-relevant interdisciplinary and transdisciplinary research on global change issues
- Interest and experience in working in intercultural settings
- Management skills and ability to work independently and in a team
- Preferably a native German speaker with excellent stylistic, editorial, and orthographical skills. Excellent English language skills also required. Other international language skills (e.g. French, Spanish) are an asset

WE OFFER

- A stimulating work environment in an international, multicultural context at the interface of academic research and development cooperation
- A workplace near the train station
- Part-time employment with flexible working hours
- Salary and benefits subject to the cantonal regulations of the University of Bern

DETAILS

Place of work: The position is based in Bern, Switzerland

Appointment: The position will be scheduled to last until 31 December 2021 with a possibility of renewal. The start of the assignment will be 1 November 2017 or upon agreement

Application documents: Please send your letter of motivation, CV with academic/professional certificates, and three references together as one PDF document to: personaladministration@cde.unibe.ch

Application deadline: 21 July 2017

For more information: Tanja Berger: +41 31 631 88 22 /88 70

CDE values diversity and is committed to equal opportunities; applications are welcome from all suitably qualified candidates who meet the stated criteria.