



JOB OPENING

Functional Title & Level:	Public Information Officer (NO-C)
Org. Unit	Office of the Spokesperson, SRSG
Duty Station:	Port-au-Prince
Posting Period:	6-12 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-024

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Public Information Officer (NO-C)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Public Information Officer (NO-C)** typically reports to the Senior Public Information Officer or Chief of Unit, in the Office of the Spokesperson.

Responsibilities

Within the limits of delegated authority, the Public Information Officer may be responsible for the following duties:

- a) Participates in the development and implementation of a communications strategy with the objective of promoting awareness, understanding and support for the Mission's work;
- b) Acts as the Administrative Officer for the Spokesperson's office and supports efficient operations; plans, projects and manages the office's administrative and operational requirements, including all issues surrounding human resources, budget, equipment, procurement and other day-to-day administrative needs; monitors the output of the Office on a monthly, quarterly, annual and ad hoc basis as necessary;
- c) Supports the Spokesperson and the office in project management, including management for communications and advocacy campaigns, and takes the lead in securing the required human, financial, contractual and logistical resources to achieve them;
- d) Liaises with Mission's administrative and support services and sections on administrative issues and activities, as applicable;
- e) Develops strategic partnerships with key constituencies, such as civil society organizations, relevant government offices and non-governmental organizations to elicit support for and maximize impact of public information objectives; raises visibility of the Mission by organizing and/or participating in seminars, lectures, conferences, public events on major issues and events concerning the organization.
- f) Monitors and analyzes local and international media, public opinion and current events; identifies issues and trends in country, and helps to prepare notes to management on appropriate action/responses.
- g) Produces content, including for the Mission's website, social and multi-media channels, for local and international audiences about the Mission, its aims and activities;
- h) Supports outreach activities and assists in interactions in local language(s);
- i) Prepares material for press briefings and interviews; drafts a wide range of communications material including press statements and press releases as necessary; establishes and maintains a cooperative relationship with local media;
- l) Assists in responding in a timely fashion to disinformation that could negatively impact public perception of the Mission and/or the Mission's leadership, etc.
- k) Keeps abreast of changing media trends and political development in the country and serves as advisor to the Spokesperson on these issues.
- l) Contributes to reports to Mission leadership, UNHQ on communications activities, developments, trends and attitudes regarding the UN; and coordinates and shares public information activities and guidance within the Office of the Spokesperson and leadership when appropriate.
- m) Provides communication support to managers, senior officers and other public information staff on a range of public affairs issues, methods, and approaches.
- n) Other related duties that may be assigned.

Competencies

- **Professionalism:** Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective campaign

strategies and programmes. Ability to produce a variety of written communications products in a clear, concise style. Knowledge of tools and infrastructure used to support communication and public information initiatives, including traditional and social media equipment and systems. Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Communication:** Speaks and writes clearly and effectively; 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; demonstrates openness in sharing information and keeping other informed.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration or related field is required. A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in public information, journalism, international relations, public administration or related area is required. Experience in project management is required. Experience working with the United Nations or a comparable international organization in Haiti is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written French and English is required. Fluency in oral and written Haitian Creole is required. Knowledge of other United Nations official languages is an advantage.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.