
MINUSTAH JOB OPENING
Internal / External

Job Title & Level:	Public Information Assistant GL-5
Department/Office:	Communication and Public Information Office
Location:	Port-au-Prince, HAITI
Posting Period:	19 August- 25 August 2016
VACANCY ANNOUNCEMENT:	MINUSTAH-NJO-2016-074

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Special Notice

The United Nations Stabilization MINUSTAH invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records to Recruitment & Career Development Unit (RCDU) via email at minustah-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board for Internal Candidates and at the MINUSTAH website (<http://minustah.unmissions.org/recrutement>) for external candidates. Attachments/file size bigger than 10 MB should be sent in batches.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail.

Organization Setting

This position is located within the Communication and Public Information Office of the United Mission for the Stabilization of Haiti. The Public Information Assistant will be under the general supervision of the Chief PIO and the immediate supervision of the Head of the Public Outreach and Advocacy Unit.

Main Responsibilities

Within delegated authority and depending on location, the Public Information Assistant may be responsible for the following duties:

- Provides general office support; responds to information requests and inquiries; processes, drafts and finalizes correspondence and other communications; sets up and maintains files/records, organizes meetings, monitors deadlines, etc.
- Coordinates administrative services, including preparing, monitoring and processing requisitions, service contracts and payment vouchers, coordinating special assignments and related travel authorizations, etc.
- Provides specialized assistance to officers in the production and delivery of communications products and services, including collection, analysis, and interpretation of data and subsequent generation of reports.
- Participates in the planning and coordination of exhibits and special projects; liaises with relevant departments/agencies; drafts and edits reports, production schedules, press releases and related texts, and correspondence related to the planning and production of exhibits and special projects.
- Ensures availability and appropriate packaging of products for distribution at special events, exhibits, conferences, media functions, etc.

- Research, compile and present basic information from the regional level for use in the preparation and production of communication products and services;
 - Identify media and/or outreach relevant projects in the region by keeping in contact with local authorities, NGO's and different sectors of the civil society as well as with the different pillars and units of MINUSTAH;
 - Implement outreach campaigns and events in the region in coordination with the Office of Communication and Public Information of MINUSTAH and the different pillars and units of MINUSTAH at the Regional level;
 - Manages, updates, and further develops internal databases; generates content and updates daily website and social media platforms; drafts and edits original content; generates a variety of statistical and other reports from various databases.
 - Coordinates media coverage of important events; drafts and disseminates information products to the regional media; liaises with news and publications agencies, public relations firms, UN photographers, etc. to provide information on, upcoming meetings, briefings and special events and to ascertain coverage requirements; coordinates technical arrangements and organizes and allocates space for visiting news, photo, TV and film personnel; and evaluates and processes applications for UN security clearances/accreditations.
 - Provide written human-interest stories and photographs as well as short videos for the Website and social media channels;
 - Provide news and feature content to MINUSTAH radio;
 - Execute other tasks as assigned by the Chief, Outreach and Advocacy Unit and the Office of Communication and Public Information of MINUSTAH.
- Competencies:

Competencies

Professionalism – Good understanding of the functions and organization of a public information unit; ability to research and gather information from a variety of standard sources; ability to handle multiple projects and short notice demands;

Communication – Good communication skills, including ability to draft and edit a variety of communication documents in English and French; Good public speaking skills would be an asset.

Creativity – Ability to assist in design & creation of new PI products/services; ability to find solutions to continuously changing demands.

Qualifications

Education:

High school diploma is required.

Experience:

A minimum of five (5) years of progressively responsible professional experience in public communication, international broadcasting or related area.

Language:

English and French are the working languages of the United Nations Secretariat. Fluency in French (both oral and written) is required; knowledge of English is desirable.