
MINUSTAH JOB OPENING

Internal / External

Job Title & Level:	Associate Public Information Officer, NO-A
Department/Office:	Communication and Public Information Office
Location:	Port-au-Prince, HAITI
Posting Period:	22 September– 22 October 2016
VACANCY ANNOUNCEMENT:	MINUSTAH-NJO-2016-083

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 in Port-au-Prince of the United Mission for the Stabilization of Haiti. The Assistant Public Information Officer will be under the general supervision of the Chief PIO and the immediate supervision of the Head of the Multimedia Unit's Web Production Team.

Main Responsibilities

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

1. Coordinates outreach to local media, civil society organizations, Government and National NGOs and builds capacity
 - a) Drafts and disseminates information especially to local media and organizations about the Mission, its aims and activities and supports outreach activities.
 - b) Develops partnerships with key national constituencies by proactively sharing work plan and content and working closely with national partners to raise visibility and understanding of the Mission's work.
 - c) Monitors and analyzes current events, public opinion and press; identifies issues and trends in country, and helps to prepare notes to management on appropriate action/responses.
 - d) Builds capacity and provides support to local media and partners through regular contact and by organizing specialized training to address knowledge, awareness and skill gaps.
2. Supports the implementation of the Mission's communication strategy.

- e) Contributes to the day-to-day communications plan by assisting to prepare, on the basis of official UN documentation and other sources, drafts of press releases, feature stories, social media posts, communication plans, reports, briefings, etc.
- f) Supports the organization of events and activities (both traditional and digital) such as conferences, press briefings, interviews, social media campaigns, etc. Assists in the preparation of briefing materials for senior officials in such events
- g) Coordinates with colleagues and partners to gather and disseminate information on assigned topics/issues, collects information from diverse sources to prepare background materials and update communication products including fact sheets, presentations, reports, etc.

3. Supports effective coordination and external relations.

- h) Responds to a variety of enquiries and information requests internally and externally and subsequently prepares related correspondence and updates to facilitate exchange of information between the Mission and HQ under the guidance of the supervisor.
- i) Edits and ensures the consistency of official documentation and presentations in terms of formatting and grammar.
- j) Acts as coordinator on specific issues/special projects as requested.

4. Provides support to internal communications

- k) Drafts copy for reports, newsletters, and other materials of interest to internal audiences

5. Perform other duties as assigned.

COMPETENCIES

Professionalism: Shows pride in work and 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. Fully proficient computer skills, with use of text, audio, photo and video editing software; good knowledge and operating skills of audio, photo and video equipment; a familiarity with multimedia techniques including but not limited to: a) creating and editing text products; b) video shooting and editing; c) photography shooting and editing; d) audio capture and editing; e) basic to intermediate graphic design skills; f) webpage layout; g) social media (Facebook, twitter, Flickr, Instagram) management.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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 the audience; demonstrates openness in sharing information and keeping people informed.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

EDUCATION

Advanced university degree (Master's degree or equivalent) in communications, journalism, public relations or related field is expected. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Supplemental course work/training in journalism, communications or a particular communications medium, technical systems/tools, or products (e.g. film/video/radio production, publishing, electronic sound systems, computer graphics design, web site design/programming, etc.) is an asset.

WORK EXPERIENCE

A minimum of one to two years of progressively responsible experience in public information, journalism, international relations, public administration or related area. Experience in UN peace operations or with other international organizations is desirable. Experience in conducting press briefings, speech or article-writing, designing and implementing communications strategies and building media relations for a UN or international organization is desirable.

LANGUAGE

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken French and English is required. Knowledge of another official UN language is desirable.