

MINUSTAH TEMPORARY JOB OPENING
Internal / External

Job Title & Level: Associate Public Information Officer, NO-B
Department/Office: Communication and Public Information Office
Location: Port-au-Prince, HAITI
Posting Period: 28 November – 4 December 2016
VACANCY ANNOUNCEMENT: MINUSTAH-TJO-2016-N034

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/offres-demploi>) 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 Officer will be under the general supervision of the Chief PIO and the immediate supervision of the Head of the Media Relation Unit.

RESPONSIBILITIES

The incumbent will perform the following functions:

- Assist the Spokesperson in the day-to-day operation including participation in coordination of substantive and administrative activities; Track, research and analyze information on assigned topics/issues to assist the Spokesperson in planning the strategy use of Mission's achievements at press briefings and media interviews; prepare oral and writing presentations to assist the Spokesperson in explaining the mission's work to the local and international public, both directly and through the media; including drafting speeches and talking points as well as Q&As; Write press releases and other diverse range of information communications products to be presented to the press including timely and aggressive responses to negative or inaccurate media coverage.
- Builds capacity and serves as focal point on local capacity building including supporting local media and partners through regular contact and organizing specialized training to address knowledge, awareness and skill gaps.; 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.; Develops strategic partnerships with key constituencies 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.; Identify key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintain working relationships with the journalists and other opinion-makers; Gather information from diverse sources and help to

assess news value and/or potential impact, as well as to evaluate the effectiveness of information campaigns; Promote media coverage of priority issues and/or major events, including the development of a media strategy and action plan, the initiation of pro-active media outreach efforts.

- Organize the planning and coordination of conferences, seminars, press briefings, interviews or other media relation events; liaises with relevant national and international medias/agencies, medias associations, etc.; Write and edit reports, production schedules, media alert, related texts and correspondence related to the planning and production of media relation events and media request; ascertain coverage requirements, coordinate technical arrangements and organize and allocate space for visiting news, photo, TV and film personnel, evaluate and process applications for UN security clearances/accreditations.; Keeps abreast of changing developments, trends and political development in country and serves as advisor to Chief of Public Information on these issues.
- Responsible for participating in the development and implementation of a strategy for media relations, web and digital media including social media, radio products with the objective of promoting awareness, understanding, support and respect for the Mission's work and support for UN Peacekeeping or Special Political mandate and priorities. 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 with other sections of the Public Information Unit and leadership when appropriate. Provides communication support to managers, senior officers and other public information staff on a range of public affairs issues, methods, and approaches;
- Organize international and national journalist tours including fields activities and programs of interviews with the Head of Mission and other senior mission officials; coordinate media coverage of Mission activities; liaise with news and publications agencies to provide advance notice of, and information on, upcoming events and special activities.
- Ensure the radio/TV/press/Internet daily monitoring and editorial weekly monitoring, research and compile from various sources the relevant information broadcast by the media and prepare appropriate and timely reports to be distributed to the head of Mission.
- Manage, update and further develop internal databases.
- Translate information from French to English and English to French as well as Creole for use in the preparation and production of media relation products and services.
- 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.

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.

Planning & 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 communications, journalism, public relations or related field is required. 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 or radio production, publishing, electronic sound systems, computer graphics design, web site design/programming, etc.) is an asset.

WORK EXPERIENCE

Minimum of two (2) years of progressively responsible experience in: journalism, communications or public relations at the national or international level. 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 would be an asset.

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.