

# MINUSTAH TEMPORARY JOB OPENING

## Internal / External

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<b>Job Title &amp; Level:</b>	<b>Assistant Public Information Officer, NO-A</b>
<b>Department/Office:</b>	<b>Communication and Public Information Office</b>
<b>Location:</b>	<b>Port-au-Prince, HAITI</b>
<b>Posting Period:</b>	<b>28 November – 4 December 2016</b>
<b>VACANCY ANNOUNCEMENT:</b>	<b>MINUSTAH-TJO-2016-N035</b>

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

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### **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](mailto: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 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 Chief of Multimedia.

### **Main Responsibilities**

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

1. Provides specialized assistance in the production and delivery of a range of video, audio and multi-media content as well as information communications products and services.
  - a) Takes part in the production of video/film projects, radio programmes, or website projects and info-graphics to raise visibility and understanding of the Mission's work. Researches diverse print and electronic information sources for topics and materials for projects; suggests ideas on content, narration texts, audio excerpts, design elements, etc.
  - b) Drafts and disseminates information especially to local media and organizations about the Mission, its aims and activities and supports outreach activities.
  - 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, feature stories, social media posts, infographics, 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
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 (Adobe: Photoshop, Premiere, After Effects, Audition; Final Cut and Soundtrack Pro), 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) 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.

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

**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 (1) year of 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.