
MINUSTAH TEMPORARY JOB OPENING

Internal / External

Job Title & Level:	Radio Studio Technician, GL-4
Department/Office:	Communication and Public Information Office
Location:	Port-au-Prince, HAITI
Posting Period:	28 november – 4 december 2016
VACANCY ANNOUNCEMENT:	MINUSTAH-TJO-2016-N037

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 in Port-au-Prince of the United Mission for the Stabilization of Haiti. The incumbent of this post will be under the general supervision of the Chief PIO and the immediate supervision of the Chief of Radio.

Main Responsibilities

Under the overall supervision of Chief Radio, Radio Producer, Broadcast Technology Officer and/or Studio Technician/Studio Manager on a higher grade, the Radio Studio Technician carries out the following duties:

- Supports the installation and operation of a diverse range of audio production equipment including FM transmission facilities, equipment and transmission sites:
 - Ensure timely broadcast of live and prerecorded programs
 - Ensure timely broadcast of prerecorded products through the automation program
 - Performs daily tasks using current editing platforms and on-air management tools such as Dalet Plus radio suites, Adobe edition (cool edit pro), Sound Forge, Cubase, Pro Tools, etc.
- Provide technical support to radio producers and studio technician in determining the desired effects; support the recording, mixing and editing of public information products, program material and audio content for live transmissions [in situ and ex situ], performances or pre-recorded events; serve as duty technician when required.

- Support the production of public service announcements, series, news stories, interviews, features and documentaries.
- Uploads programs and product on the FM radio web platforms;
- Provide technical support for external event coverage and live transmission.
- Work with FM transmitters with power up to 5 KW.
- Assist broadcast engineers in improving the overall setup of facilities in use.
- Work with technical officers on all aspects related do FM and satellite transmission technologies; maintains and troubleshoots satellite up-linking and downlinking systems;
- Responds to information requests and inquiries; sets up and maintains file/records, organizes meetings, provides input for equipment needs;
- Provides support in establishing and executing procedures for the operation and troubleshooting of studio and broadcast production facilities and equipment; serves as focal point for booking and scheduling; ensures compliance on policies pertaining radio broadcast and production studios; Prepare and maintain archives of programmes;
- Performs other duties as assigned.

COMPETENCIES

Professionalism: Knowledge of internal policies, processes and procedures related to communication, production and dissemination of public information. Ability to research information from a variety of sources. 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.

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.

Creativity: Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Promotes and persuades others to consider new ideas. Takes calculated risks on new and unusual ideas; thinks "outside the box". Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches.

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

High school diploma or equivalent is required.

WORK EXPERIENCE

At least three (3) years of experience in recording and/or broadcasting [radio or television], including experience working in public event broadcasting, web content uploading and downloading is required. Experience working within the United Nations system or similar international organization is desirable. Experience with internal communication 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.