
MINUSTAH JOB OPENING

Internal / External

Job Title & Level:	Public Information Assistant, GL-4
Department/Office:	Communication and Public Information Office
Location:	Port-au-Prince, HAITI
Posting Period:	18 – 24 April 2017
VACANCY ANNOUNCEMENT:	MINUSTAH-TJO-2017-N024

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 Multimedia.

Main Responsibilities

Within delegated authority, the Public Information Assistant is responsible for the following duties:

1. Under the guidance of the Public Information Officer, supports the development and implementation of the mission's communication strategy

2. 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 multimedia 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.

3. 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.
 - 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.
4. 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, presentations and / or web publications in terms of formatting and grammar.
 - j) Acts as coordinator on specific issues/special projects as requested.
5. Provides support to internal communications
6. Perform other duties as assigned.

- a. Provides specialized assistance to officers in the production and delivery of information communications products and services for website use.
- b. Researches, compiles and presents basic information for use in the preparation and production of communications products/services,
- c. Serves as photographic/video/audio assistant by producing digital images, video and audio, for inclusion in OD websites.
- d. Assists in the production and editing of website projects; tracks all production material; selects and catalogues sound and visual materials for inclusion in production, and obtains requisite clearances and copyrights.
- e. Provides guidance/training to junior staff.

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

EDUCATION

High school diploma or equivalent is required. 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 three (3) years of experience in public information, communications, international broadcasting or related area is required. Experience in drafting, editing, and proofreading talking points, background notes, reports to intergovernmental bodies, official web sites and/or social media accounts, blog entries, newsletter articles, and other substantive materials utilized to document and/or promote the work of the UN or a comparable international organization is required. Experience analyzing social media content in a professional context is desirable. Experience as photographic/video/audio assistant in producing digital images, video and audio, for inclusion in OD websites. Experience in the production and editing of website projects; tracking of all production material; selecting sound and visual materials for inclusion in production.

LANGUAGE

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken French is required. Working knowledge of English is desirable. Knowledge of another official UN would be an advantage.