
MINUSTAH TEMPORARY JOB OPENING

Internal / External

Job Title & Level:	PUBLIC INFORMATION OFFICER (NO-D)
Department/Office:	ODSRSG RC-RH
Location:	Port-au-Prince, HAITI
Posting Period:	10 - 24 July 2017
VACANCY ANNOUNCEMENT:	MINUSTAH-TJO-2017-N028

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 (<https://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.

Org. Setting and Reporting

Under the overall supervision and guidance of the Resident Coordinator in Port-au-Prince, and the direct supervision of the senior coordination officer, the incumbent will enhance the effectiveness and visibility of the UN's New Approach to Cholera in Haiti, both in Haiti and internationally, by fostering a better understanding of the United Nations' new approach.

_Responsibilities

He/She is required to perform the following responsibilities and duties in relation to the New Approach:

- Ensure that efforts undertaken under the New Approach are understood by the Haitian public to be distinct from (ensure branding) other ongoing United Nations development or humanitarian works in the country
 - Coordinate communications activities and output from the various UN entities involved in the promotion and implementation of the New Approach, including through liaison with the MINUSTAH public information office.
 - Conduct outreach to partners such as civil society organizations, Haitian authorities, and representatives of UN Member States.
 - Facilitate contacts of relevant UN officials with local and international media;
 - When required, draft press releases, factsheets and background notices;
 - Ensure video and/or photo coverage of project implementation and related inauguration ceremonies.
 - Oversee the establishment, management and maintenance of a dedicated website.
 - Ensure branding (in visuals and in messaging) of UN-Haiti Solidarity in all UN projects and activities that address cholera and/or water and sanitation.
- Impact of Results:

- Effective internal communication in support of the implementation of the New Approach by the RC/UNCT; Enhanced visibility of the New Approach in UN communications both in Haiti and globally.

Competencies

PROFESSIONALISM: Knowledge of different aspects of public information and communication. Ability to address a range of issues in the context of political developments, public attitudes and local conditions. Ability to conceptualize, design and implement major information campaigns. Ability to rapidly analyze and integrate diverse information from varied sources. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Ability to produce a variety of written communications products in a clear, concise style. Ability to deliver oral presentations to various audiences. 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.

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

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

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.

Work Experience

A minimum of seven years of progressively responsible experience in public information, journalism, international relations, public administration or related area.

Languages

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.