
MINUSTAH – TEMPORARY JOB OPENING

Internal / External

Job Title & Level:	RADIO PRODUCER (GL-6)
Department/Office:	FM Radio Unit/ Communication and Public Information Office MINUSTAH
Location:	PORT-AU-PRINCE, HAITI
Posting Period:	30 December – 13 January 2016
Job Opening Number:	MINUSTAH-TJO-2015-N023

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

Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to Recruitment Unit/Personnel Section via email: minustah-recruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Org. Setting and Reporting

This position is part of the FM Radio Unit within the MINUSTAH Communication and Public Information Office, CPIO. The Radio Producer will work under the overall supervision of the Chief CPIO and the immediate supervision of the Head of FM Radio unit.

Responsibilities

The Radio Producer will perform the following functions:

- Participates on a daily basis in the radio production process tasks. This includes and not limited to news, magazine, features and radio documentary production;
- Participates in field coverage throughout Haiti in the West Department and in all the other 9 departments of the country.
- Conducts radio interviews on the field, using telephone from studios and /or live on radio.
- Mixes sounds for radio broadcasting using Cool Edit/Adobe Audition software or other relevant audio editing tools.
- Demonstrates abilities to quickly identify and select relevant news from different sources of information.
- Participates to the daily morning and afternoon coordination/editorial meetings
- Contributes, on request, to the production of other radio programs
- Executes other tasks assigned by the supervision of the radio unit and /or Chief CPIO

Competencies

- **PROFESSIONALISM:** Shows pride in work and achievements; demonstrates professional competence and mastery of radio production process; 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.
- **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.
- **TECHNOLOGICAL AWARENESS:** fully proficient computer skills, with use of basic Microsoft office tools and use of relevant use of audio editing software such as cool edit or adobe audition.

Education

High School diploma is required. 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

A minimum of seven (7) years of relevant experience working in a radio station, newspaper or web news agency or other related fields of communication or public relations at the national or international level is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French is required. Knowledge of creole will be an advantage.