
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level: **Assistant Public Information Officer, NOA**

Department/Office: **UN MISSION IN COLOMBIA**

Location: **BOGOTA, COLOMBIA**

Posting Period: **10 days (28 October – 08 November 2016)**

Job Opening Number: **MC-NJO-2016-062**

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

The 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 the Recruitment Unit via email: MCrecruitment@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.

Recruitment for this position is subject to funding and Mission Mandate approval.

Organizational Setting and Reporting:

The position is located in the United Nations Mission in Colombia based in Bogota. The Assistant Public Information Officer, will report to the Chief of Strategic Communications and Public Information.

Responsibilities

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

1) Supports the Mission's digital/online strategy

- Boosts social media presence, engages with key target audiences, manages social media channels strategically to improve the Mission's digital relevance, helping convey the Mission's mandate, role and inform the public about its work.
- Updates the Mission's bilingual website in English and Spanish, abiding to the UN Mission's templates and standards while making strategic use of content placement and visual communications.
- Understands sensitivities and implements the Mission's digital strategy with

discernment and responsibility

- Supports with the creation of infographics and other visual communications materials as part of the digital strategy
- Measures impacts of the Mission's digital presence, including social media channels, and advises on strategies to boost digital relevance and raise the Mission's clout

2) Disseminates information, especially to local media and organizations about the Mission, its aims and activities and supports outreach activities.

- Develops partnerships with key national constituencies by proactively sharing work plan and content and working closely with national partners to raise visibility and understanding of the Mission's work.
- 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.
- 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) Coordinates outreach to local media, civil society organisations, Government and National NGOs and builds capacity

- Drafts and disseminates information especially to local media and organizations about the Mission, its aims and activities and supports outreach activities.
- Develops partnerships with key national constituencies by proactively sharing work plan and content and working closely with national partners to raise visibility and understanding of the Mission's work.
- 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.
- 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.

4) Supports the implementation of the Mission's communication strategy.

- Contributes to the day-to-day communications plan by assisting to prepare, on the basis of official UN documentation and other sources, drafts of press releases, feature stories, social media posts, communication plans, reports, briefings, etc.
- 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

- 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.

5) Supports effective coordination and external relations.

- 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.
- Edits and ensures the consistency of official documentation and presentations in terms of formatting and grammar.
- Acts as coordinator on specific issues/special projects as requested.

6. Provides support to internal communications, including knowledge management platforms.

Competencies:

Professionalism: Ability to plan, execute and monitor public communication campaigns, e.g. campaign management, market research, message targeting, impact evaluation. Ability to research and analyze issues and topics related to current events. Ability to draft and compile a variety of written communication products in a clear, concise style. Ability to interact with the public to build and maintain effective business connections 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

Planning and 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.

Education:

Advanced university degree (Master's degree or equivalent) in communication, journalism, advertising, marketing, international relations, public administration or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of one to two years of progressively responsible experience in public information, journalism, digital marketing, international relations, public administration or related area.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position fluency in English and Spanish (both oral and written) is required.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.