

---

## MISSION IN COLOMBIA JOB OPENING

Internal / External

---

<b>Job Title &amp; Level:</b>	<b>PUBLIC INFORMATION OFFICER, NO-C</b>
<b>Department/Office:</b>	<b>UN MISSION IN COLOMBIA/OSRSG</b>
<b>Location:</b>	<b>BOGOTA, COLOMBIA</b>
<b>Posting Period:</b>	<b>1 Week (from 20 August to 26 August 2016)</b>
<b>Job Opening Number:</b>	<b>MC-NJO-2016-044</b>

---

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 copies of their educational certificates to the Recruitment Unit via email: [MCrecruitment@un.org](mailto:MCrecruitment@un.org).

Please be advised that only applications made via UN P11 form will be reviewed. Kindly ensure that you include the job opening number for the above position in your e-mail application. Acknowledgement will be sent to the short listed candidates only. Please also be advised that only Colombian Nationals are eligible to apply for National Job Openings.

### Organizational Setting and Reporting

This position is located in the Office of the Special Representative of the Secretary General of the United Nations Mission in Colombia, in Bogota and will report to the Spokesperson.

### Responsibilities:

Under the overall direction of the Senior Public Information Officer and within limits of delegated authority, the Public Information Officer will be responsible for the following duties:

- Manages outreach to local media, civil society organisations, Government and National NGOs.

Produces and disseminates information aimed at local media and organizations about the Mission, its aims and activities and supports outreach activities and assists in interactions in local language(s); prepares material for press briefings and interviews; drafts press statements and press releases as necessary; establishes and maintains a cooperative relationship with local media; drafts and edits material for press releases, key messages, Q&As, talking points, UN newsletters reports and books; assists in responding in a timely fashion to disinformation that could negatively impact public perception of the Mission and/or the mission's leadership, etc.; monitors and analyses local media and develops contact list of local journalists and media outlets covering all media - print, TV, radio,

social media, web, photo etc. - and a successful process of communicating and maintaining regular contact and close collaboration with the media.

-Builds communication capacity with national partners and strengthens local partnerships. Builds capacity and serves as focal point on local capacity building including supporting local media and partners through regular contact and organizing specialized training to address knowledge, awareness and skill gaps; 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; develops strategic partnerships with key constituencies to elicit support for and maximize impact of public information objectives; raises visibility of the Mission by organizing and/or participating in seminars, lectures, conferences, public events on major issues and events concerning the organization; prepares or coordinates the development of communications products and content in local language(s); prepares or coordinates the preparation of a diverse range of communication products in local languages(s) in support of unit priorities and works closely with departments and partners to develop ways to implement campaigns system-wide and to incorporate the campaign message and themes into all relevant events and products; writes human interest stories for local and international audiences and produces digital content for the mission's social media platforms; keeps abreast of changing developments, trends and political development in country and serves as advisor to Chief of Public Information on these issues.

-Implements communications strategies and activities. Responsible for participating in the development and implementation of a strategy for media relations, publications, web and digital media including social media, community outreach and/or radio products with the objective of promoting awareness, understanding, support and respect for the Mission's work and support for UN Peacekeeping or Special Political mandate and priorities; contributes to reports to mission leadership, UNHQ on communications activities, developments, trends and attitudes regarding the UN; and coordinates and shares public information activities and guidance with other sections of the Public Information Unit and leadership when appropriate; provides communication support to managers, senior officers and other public information staff on a range of public affairs issues, methods, and approaches;

-Provides support to internal communications. Produces reports, newsletters, and other materials of interest to internal audiences; ensures Mission internal communication is up to date and accurate; other related duties that may be assigned.

## **Competencies**

**Professionalism:** Strong communication and analytical skills and ability to rapidly process and integrate diverse information from various sources; proven ability in news gathering, writing and editing to very tight deadlines; thorough knowledge of peacekeeping issues and keen awareness of political sensitivities of inter-governmental processes, understanding of, and experience in, dealing with the media; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

**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.

**Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

### **Education**

Advanced university degree (Master’s degree or equivalent) in communication, journalism, 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.

### **Work Experience**

A minimum of five years of progressively responsible experience in public information, journalism, international relations, public administration or related area, including experience at the international level. Experience in at least one peacekeeping mission is desirable.

### **Languages**

English and Spanish are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Spanish (both oral and written) is required. Knowledge of another UN official language is an asset.

### **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.