

African Union - United Nations Hybrid Operation in Darfur

Post Title: Associate Public Information Officer

Post Level: NO-B

Location: El Fasher

Job Opening Number: UNAMID-JO-ELF-16-0052

Opening date: 27 November 2016

Job Opening Deadline: 11 December 2016

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational Setting and Reporting

This position is located in the Public Information Section of the Africa Union-United Nations Hybrid Operation in Darfur (UNAMID), El Fasher. The incumbent will report to the Chief Public Information Officer.

Duties and responsibilities:

Under the guidance of the supervisor, the Associate Public Information participates in the information and implementation of planning, development and provision of accurate and timely information with the objective of promoting awareness, understanding, support and respect for the Mission's work with particular emphasis of reaching local media, civil society organizations Government and National NGOs. He/she discharges administrative tasks, including assisting with recruitment matters, budget and finance, training, procurement, RBB, UMOJA and other related issues. He/She prepares drafts of a diverse range of communications products targeting local audiences across multiple platforms including digital, radio, TV and print; handles aspects of media relations and outreach; establishes and maintains a cooperative relationship with partners and local and international journalists; assists in responding in a timely fashion to disinformation that could negatively impact public perception of the Mission and/or the mission's leadership.

Within delegated authority, the Associate Public Information Officer will be responsible for the following duties:

Manages recruitment of local staff, initiates and manages training projects, manages the section's RBB implementation, initiates procurement requests, assists on budget follow-up, draft outreach financial proposals, perform other administrative related tasks as assigned and deputizes for Chief Administrator during his absences.

Manages outreach to local media, civil society organizations, Government and National NGOs and build capacity.

- Produces and disseminates information especially to local media and organizations about the Mission, its aims and activities and supports outreach activities and assists in interactions in local language(s);
- 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 analyses current events, public opinion and press; identifies issues and trends in country, and helps to prepare notes to management on appropriate action/responses.

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 skills gaps;
- Develops partnerships with key national constituencies by proactively sharing work plan and content and working closely with national partners to raises visibility and understanding of the Mission's work;
- Develops strategic partnership 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 communications products and content in local language(s)

- Draft a diverse range of communication products in the 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;
- Drafts human interest stories for local and international audiences and produces digital content to the mission's social media platforms;
- Keeps abreast of changing developments, trends and political development in the country; provides communication support to managers, senior officers and other public information staff on a range of public affairs issues, methods and approaches;
- 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 support to internal communications

- Drafts copy for reports, newsletters, and other materials of interest to internal audiences;
- Ensures Mission's internal communication is up to date and accurate.

Performs other duties as assigned.

Competencies:

- **Professionalism** – 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 Organization:** 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.
- **Accountability:** Takes ownership for all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Qualifications:

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.

Experience: A minimum of two (2) to three (3) years of progressively responsible experience in public information, journalism, international relations, public administration or related area.

Language: Fluency in spoken and written English and Arabic is required. Knowledge of another language of the UN is desirable.

Other skill:

Important Consideration for Applicants:

This position is locally recruited. UNAMID will not provide accommodation to locally recruited staff.

WARNING TO APPLICANTS:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY

OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

HOW TO APPLY

Interested and qualified applicants should submit their application together with the United Nations Personal History form (P.11) and/or CV along with copies of own Birth Certificate, Sudanese Resident Certificate, Academic/University Diploma and previous employment certificates by one of the following methods:

By Hand: Deliver to UNAMID, El Fasher, Super Camp Security main gate

By Email: All applicants are strongly encouraged to apply by e-mail: unamidjo-elf@un.org

Note: All applicants **must** indicate the JO No., Post Title and Duty Station to which they are applying on the subject line (by email) and/or on the sealed envelope (by hand delivery). E.g.
UNAMID- JO-ELF-16-0052 Associate Public Information Officer, NO-B.

Please do not submit original certificate(s) with the applications.

In line with the UN policy on gender balance, female candidates are encouraged to apply

POSITIONS OPEN FOR SUDANESE NATIONALS ONLY.