



## TEMPORARY VACANCY ANNOUNCEMENT

<b>P-4</b>	<b>Public Information Officer</b>
TVA Grade Level	Functional Title
<b>DPA/UNOWA/OSRSG - SRSG Office</b>	
Department/Office/Division	
<b>Public Information</b>	
Occupational Group (See list on last page)	
<b>P-4</b>	<b>09 January, 2014</b>
Open to (Current Grade of Applicant)	Deadline (DD/MM/YYYY)

Service/Section: <u><b>SRSG Office</b></u>	Estimated Start Date: <u><b>01/02/2014</b></u>
Duty Station: <u><b>Dakar - Senegal</b></u>	Possibility of Extension? <u>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></u>
Duration: <u><b>4 months</b></u>	Open to External Candidates? <u>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></u>

### ***DUTIES AND RESPONSIBILITIES***

Within delegated authority and under the supervision of the Chief of Staff, the Public Information Officer will be responsible for the following duties:

Raises awareness on the activities of the Office, supporting the SRSG and the various sections of the Office including the CNMC. Takes the lead in strategy, planning, and implementation of the communication strategy and development of communications products (e.g. global promotion initiatives, public information programmes for West Africa broad-reaching subject specific issues, etc.); works with the UN country teams, UN regional Offices and entities, UN communication groups, funds and agencies, peace keeping operations and regional organizations (ECOWAS, MRU) in West Africa as well as with DPI and DPA to develop ways to implement communications strategies and to incorporate the key message and themes into all relevant events and products.

Develops strategic partnerships with key constituencies to elicit support for and maximize impact of promotional objectives; Serves as a spokesperson/principal liaison to media organizations. Prepares a diverse range of information communications products in support of the communication strategy. Drafts complex material for UN newsletters, periodicals, reports and books and edits drafts prepared by junior officers. Evaluates results and impact of communications activities; reports on developments, trends and attitudes regarding the UN. Represents UNOWA and CNMC in meetings and conferences; organizes media coverage and arranges for media contacts, briefings, interviews; organizes seminars, conferences, public events on major issues and events concerning the Office. Builds on existing information networks; plans and oversees maintenance of publicly accessible information materials on the Office; plans and develops outreach activities. Manages publications programme; produces materials for print/electronic/voice/visual media, maintains the website, the intranet and social media, in close collaboration with the other departments of the Office. •Assists in the day-to-day operation of the unit to include participating in coordination of substantive and administrative activities of the unit, improving internal communication, handling operational and administrative queries, managing the budget of the unit and procurement for communications products, establishing and/or coordinating training programmes and monitoring and evaluating results.

## *COMPETENCIES*

### Professionalism:

Advanced knowledge in the field of communications and public information and ability to address a range of issues related to UN information requirements, including taking the lead on major public information campaigns; substantial and diverse experience in all facets of communications and public information, and proved ability to conceptualize, design and implement major campaigns; in-depth knowledge of political trends, public attitudes, local conditions and developments, and ability to assess effectively the climate for successfully achieving agreed objectives; in-depth understanding of the UN system, organization and inter-relationships; strong communications research, and analytical skills; ability to rapidly analyze, draft and copy edit.

### 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;

### Teamwork:

Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings;

***For Managerial Positions:***

•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.

***QUALIFICATIONS***

**Experience:** A minimum of seven years of progressively responsible experience in journalism, communications or public relations or a related field is required. Experience of the UN or other international organizations is required. Experience with planning and/or organizing public information components of field missions with activities including websites, radio production and programming, photo and video production and media relations is highly desirable. Experience in designing and carrying out strategic communications campaigns with successful coverage by a wide range of media, including international media, is desirable.

**Education:** Advanced university degree (Masters Degree or equivalent), preferably in Communications, journalism, public relations or a related field. A first level university degree with a combination of academic qualifications and experience in communications, journalism, public information or a related field may be accepted in lieu of the advanced university degree.

**Languages:** For this post, fluency in English and French (both oral and written) is required.

**Other Skills:**

***ADDITIONAL COMMENTS***

Short-listed applicants will have to take a competency based interview.

**DOCUMENTS REQUIRED:**

- Cover Letter**
- PHP**
- Signed PAS**      **Periods: last two periods**
- Others:**

**ALL SUBMISSIONS TO BE SENT TO:**

Contact Name: Mrs. Khady Diouf Traore      Email Address: diouf5@un.org

Copy (cc): Mrs Hawa Traore      Email Address: traoreh@un.org

**Please choose from this list of Occupational groups:**

Administration	Logistics
Civil Affairs	Management and Programme Analysis
Civilian Police	Medical
Conference Services	Ombudsman
Drug Control and Crime Prevention	Political Affairs
Economic Affairs	Population Affairs
Electoral Affairs	Procurement
Engineering	Production Service and Transport Work
Finance	Programme Management
Human Resources	Public Administration
Human Rights	Public Information
Humanitarian Affairs	Science and Technology
Information Management	Security
Information Systems and Technology	Social Affairs
Internship	Social Sciences
Jurists	Statistics
Legal Affairs	

**Note:**

While this temporary assignment will provide the successful applicant with an ideal opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Internal candidates for this purpose is defined as staff members currently serving under 100 series appointment who have been recruited after a competitive examination under staff rule 104.15 or after the advice of a Secretariat joint body under staff rule 104.14. External applicants may be considered when it is not possible to identify suitable internal candidates of the same department/office.

Please note that external candidates are generally not entitled to be appointed at the advertised level of this temporary vacancy and will therefore be graded in accordance with the current recruitment guidelines. This means that the grade may be at a lower level than that of the advertised level of the post.

For information on the provisions for special post allowance, please refer to ST/AI/1999/17.