



United Nations Office
for West Africa

Bureau des Nations Unies
pour l'Afrique de l'Ouest

UNOWA
Dakar / Sénégal

Vacancy Announcement
Ref : UNOWA/HRS/VA/003/13

The United Nations Office for West Africa (UNOWA) is looking for a highly motivated, team player and result oriented person

To serve as: Public information officer

Title Consultant	Public information Officer
Number of posts	01
Type of contract	Appointment for Limited Duration
Grade	Consultant
Category	Consultant
Duration	8 months
Monthly payment	2.000 USD
Duty station	Dakar, Senegal
Unit/Section	CNMC
Issuing date	15 March 2012
Closing date	29 March 2012

Duties and terms of reference

Established in Dakar, the United Nations Office for West Africa (UNOWA) is the first regional conflict prevention and peacebuilding office of the United Nations worldwide. The Office works closely with the Economic Community of West African States (ECOWAS) and other regional partners to tackle challenges affecting peace and security in West Africa. In collaboration with the UN system, the Office promotes a regional approach to address cross-border and cross-cutting issues impacting on the stability of the sub-region such as human rights and democratization; governance and rule of law; security sector reform; unemployment; food security; small arms proliferation; drug and human trafficking.

The main objective of UNOWA's communication strategy is to raise awareness on the contribution of the UN towards peace and security in West Africa through the promotion of the activities of UNOWA and the Special Representative for West Africa.

In order to achieve this objective, the Public Information Officer is to produce public information materials, organize events and create strategic regional networks to strengthen partnerships with key stakeholders in the field of Public information such as media, regional organizations and the UN system.



Duties

In order to support the implementation of UNOWA's communication strategy, under the supervision of the Public Information Officer, the consultant will:

- Revamp and maintain UNOWA English website updated based on the activities of the Office and develop UNOWA website in French.
- Develop and maintain social media platforms for UNOWA/CNMC as appropriate
- Draft, develop and produce promotional materials as well as thematic brochures on UNOWA and CNMC activities.
- Contribute to UNOWA Daily press review.
- Perform other tasks as required.

Outcomes

The main outcome of the incumbent work is to ensure the UNOWA's communication materials reflect the activities of UNOWA and give more visibility to its contribution towards peace and stability in the sub region on a daily basis. Revamping of UNOWA Website in English and developing Social media should occur by June 2013. The French Website should be operational by September 2013. UNOWA promotional material should be produced by December 2013.

Qualifications

- Education:** Advanced University degree in communications, journalism, public relations or other related field, or equivalent. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- Experience:** At least 3 years of progressively professional responsible experience in journalism, communications, public relations, or related field. International experience in West Africa is desirable
- Language:** Fluency in English and French, (both oral and written) is required,;

Competencies

- **Professionalism** – Thorough knowledge of and practical experience in the full range of communications approaches, tools, and methodologies essential to implementing effective communication strategies and producing communications materials. Strong communications research skills; ability to rapidly analyze and integrate diverse information from varied sources; up-to-date knowledge of UN affairs and topics related to West Africa peace and security issues; political awareness and ability to diplomatically handle sensitive situations; ability to edit copy; excellent communication (spoken, written and presentational) skills, including the ability to produce a variety of written communications products in a clear, concise style, to effectively interact with the public and the media in disseminating information and building/maintaining effective business connections. Fully proficient in computer skills and use of relevant software and other applications, e.g. word processing, PowerPoint or equivalent, graphics software, internal databases, Internet and social media. 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. Take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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- **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.
- **Technology 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.
- **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.
- **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.

Assessment Method:

- Evaluation of qualified candidates for this position will include a written assessment which will be followed by a competency-based interview.

Application:

Applicants meeting the above qualifications are requested to submit the following only:

- Motivation letter
- Completed P-11 form (please note the P11- Form is available on the internet UNOWA Website)
- Copy of Diplomas and Degrees

Note: Before applying for the post, we kindly request candidates to carefully review the VA to ensure that they meet the Minimum requirements

Please email your application to: lya@un.org and diouf5@un.org or via postal mail at the following address: United Nations Office for West Africa - UNOWA - 23851 Dakar Ponty Senegal

Note: Please indicate clearly the vacancy number and title. Only short-listed candidates will be contacted.

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**This announcement and the P-11 Form are available on the intranet UNOWA : Website:
www.unowa.unmissions.org**