
JOB POSTING DETAILS

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| Posting Title: | Public Information Assistant, GL-6 |
| Opening Number: | OSESGY-2018-NJO-009 (Amman) |
| Department/Office: | Office of the Special Envoy of the Secretary-General for Yemen |
| Location: | Amman, Jordan |
| Type of Contract: | Fixed-Term |
| Duration of Contract: | One (1) Year Renewable |
| Posting period: | Two (2) Weeks |

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

Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Org. Setting and Reporting:

This position is located in the Public Information Section in the Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen). The Public Information Assistant will be based in Amman, Jordan will report to the Public Information Officer.

Responsibilities:

Within limited delegated authority, and under the guidance of the Public Information Officer, the Public Information Assistant will be responsible for performing the following duties:

1. Supports the development and implementation of the mission's communication strategy

- (a) Provides general office support; respond to information requests and inquiries; process, draft and finalize correspondence and other communications and reports; set up and maintain files/records, organize meetings, monitor deadlines, etc. Assistance in the production and delivery of communications products and services; evaluates the result and impact of these products, including providing feedback on the perception of the Mission at the national and international levels.
- (b) Coordinates administrative services, including preparing, monitoring and processing various requisitions, service contracts and payments, vouchers, coordinating special assignments and related travel authorizations, etc.
- (c) Researches a broad scope of information sources, printed and electronic; compile and present information for use in the preparation and production of communications products/services tailored to meet the needs of the clients of the Mission.
- (d) Assists in the electronic/digital dissemination of communication products, obtaining materials of interest to the work of the Mission.

2. Serves as an information focal point, helps to coordinate special events and media coverage:

- (a) Participate in the planning and coordination of major exhibits and special events as required; liaise with relevant agencies; draft and edit reports, production schedules, press releases and related texts, and correspondence related to the planning and production of exhibits and special events.
- (b) Coordinate media coverage of important events, liaise with news and publications agencies, public relations firms, etc. to provide advance notice of, and information on, upcoming meetings, briefings and special events and to ascertain coverage

3. Increases social media presence on strategic platforms and implements digital campaigns for events of importance to the Mission:

- (a) Promotes and maintains the Mission's social media presence
- (b) Contributes to the development and implementation of a social media strategy; updates and maintains the Mission's social media accounts to improve outreach on social media platforms.
- (c) Prepares, maintains and updates the web page and social media accounts, drafting and editing relevant content; and maintains file structure.
- (d) Identifies and drafts material for inclusion in appropriate digital and social media platforms by: researching various information sources for relevant material and cross-checking information with author offices as required; preparing new pages, incorporating graphics as needed, using appropriate authoring tools and necessary programming languages; preparing and updating index of documents; posting documents on the UN web and/or development servers and ensuring the appropriate directory location; checking and testing for multiple browser support, etc.
- (e) Monitors social media products and media coverage of relevance to the work of the Mission

4. Generates a variety of standard and non-standard statistical and other reports from various databases;

Monitors site traffic, growth and trends of the Mission's digital platforms; utilizes Search Engine Optimization best practices and web analytics to support the evaluation, development and promotion of the website, social media and digital communication campaigns.

5. Manages and regularly updates the intranet pages of the Office:

- (a) contacts relevant units and offices for updates
- (b) reviews and uploads content in coordination with Chief of Staff;

6. Performs other related duties as required.

Competencies:

Professionalism: Knowledge of policies, processes and procedures related to communication, production and dissemination of public information; Ability to research information from a variety of sources; 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:

A high school diploma or equivalent is required. Technical training and certification in journalism or broadcasting, communications, public information, or a particular communications medium is desirable.

Work Experience:

A minimum of seven (7) years of responsible experience in national and/or international broadcasting, communications or public relations is required. Preparing reports using extracted and analyzed data is required. Experience in production and dissemination of information communication products and services on any social media platform is desirable. Knowledge of management of internal databases and updating websites is desirable.

Languages:

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

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations:

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.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.