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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Associate Public Information Officer, NO-B</b>
<b>Job Code Title:</b>	<b>Associate Public Information Officer</b>
<b>Opening Number:</b>	<b>UNMHA-2021-TJO-012</b>
<b>Department/Office:</b>	<b>The United Nations Mission to Support the Hudaydah Agreement</b>
<b>Location:</b>	<b>Hudaydah, Yemen</b>
<b>Type of Contract:</b>	<b>Temporary Appointment</b>
<b>Duration of Contract:</b>	<b>6 months</b>
<b>Posting period:</b>	<b>25 February - 11 March 2021</b>

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

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### **Special Notice:**

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of six months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or budget approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

### **Org. Setting and Reporting:**

This position is located in the Office of the Head of Mission at the Office of United Nations Mission to Support the Hudaydah Agreement (UNMHA). The Associate Public Information Officer will be based in Hudaydah and will report to the Public Information Officer in Hudaydah.

## **Responsibilities:**

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

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

a) 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);

b) 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.

c) Monitors and analyzes current events, public opinion and press; identifies issues and trends in country and helps to prepare notes to management on appropriate action/responses.

2. Builds communication capacity with national partners and strengthens local partnerships

d) Leverages an existing network of communications and journalistic contacts to help develop 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 meetings, briefings, conferences, public events on major issues and events concerning the organization.

3. Prepares communications products and content in local language(s)

e) Drafts 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.

f) Through an existing network of communications and journalistic contacts and an expert understanding of the local, regional and international media landscape, identifies important media topics and trends to support the section in providing regular media analysis to the Mission.

g) 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;

h) Drafts human interest stories and mandate-related updates for local and international audiences and produces digital content for the Mission's social media platforms and website.

i) 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.

4. Provides support to internal communications

j) Drafts copy for reports, newsletters, and other materials of interest to internal audiences.

k) Ensures Mission's internal communication is up to date and accurate.

5. Performs other duties as assigned.

## **Core Competencies:**

**Professionalism:** Ability to perform a broad range of administrative functions, e.g., human resources, database management, etc. Ability to explore and extrapolate data retrieved from multiple sources and demonstrate capability to analyse and provide inferences; Ability to apply knowledge of various administrative, financial and human resources rules and regulations in work situations; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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 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.

## **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 two (2) years of progressively responsible experience in public information, journalism, international relations, public administration or related area. Experience working with local media is required. Experience writing and working with social media 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 will 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.