

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT # 173/05/2009**

<b>Title:</b>	<b>National Public Information Officer</b>
<b>Number of posts:</b>	<b>One</b>
<b>Type of contract:</b>	<b>Appointment for Limited Duration (ALD)</b>
<b>Category:</b>	<b>National Professional Officer (NPO)</b>
<b>Level:</b>	<b>NO-B</b>
<b>Duration:</b>	<b>First three months (probationary period – renewable)</b>
<b>Duty station:</b>	<b>Herat</b>
<b>Issuing date:</b>	<b>20 May 2009</b>
<b>Closing date:</b>	<b>19 June 2009</b>

Under the overall supervision of the Chief – OCPI and direct supervisor of Head of Office the incumbent will perform the following duties:

**Duties and Responsibilities:**

- Track, research and analyze information on assigned topics/issues; gather information from diverse sources and help to assess news value and other potential impact, as well as to evaluate the effectiveness of information campaigns.
- Draft/compile a specific type or types (e.g., print, broadcast, etc.), of information communications products for target audiences, to include press releases, media packets and reports, brochures, briefings, video clips, newsletters, websites, etc.
- Organize the clearance, production and distribution of information material; conduct photo and graphic research.
- Prepare, on the basis of official UN documentation and other sources, initial drafts of articles or chapters for inclusion in UN newsletters, periodicals, reports and books.
- In consultation with others, identify and propose information opportunities, activities and approaches, taking into account the situation/topic and target audience.
- Identify key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintain working relationships with the same.
- Organize or participate in the organization of conferences, seminars, press briefings, interviews, etc.; prepare briefing materials for senior officials prior to their participation in such events.
- Respond to a variety of inquiries and information requests internally and externally; prepare related correspondence.
- Perform other duties as assign.

**Competencies:**

**Professionalism** - Theoretical background and good understanding of approaches, tools and methodologies related to planning, executing and monitoring public communications campaigns, e.g. campaign management, market research, message targeting, impact evaluation, etc.; good communications

research and analytical skills; understanding of relevant internal policies and business activities and of related current events, topics and issues; strong communication (spoken and written) skills, including the ability to draft/compile a variety of written communications products in a clear, concise style and effectively disseminate information and build/maintain effective business connections; **Planning & Organizing** - Ability to plan own work and manage conflicting priorities; **Judgment/Decision-making** - Demonstrated ability to apply good judgment in the context of assignments given. **Technology Awareness** - Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, PowerPoint or equivalent, graphics software, internal databases, Internet, etc.; **Communication** - Strong communication (spoken and written) skills, including ability to draft/compile a variety of written communications products and to articulate ideas in a clear, concise style. Ability to effectively communicate information to the public; ability to establish and maintain effective business connections; **Teamwork** - Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### **Qualifications and Work experience:**

**Education:** University degree in communications, journalism, public relations or other related field, or a relevant combination of academic qualifications and experience.

**Work Experience:** Minimum of five years of progressively responsible professional experience in journalism, communications, public relations or related fields; international experience desirable.

**Languages:** Fluency in written and spoken English Language as well as Dari and Pashto.

**Preference will be given to equally qualified women candidates.**

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

A one-page Covering Letter expressing your interest/ suitability for this Post  
Curriculum Vitae (CV) & the P-11  
Copy of University Degree

**Note:** We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply and You are requested not to attach any other extra documents like experience certificates etc. Only those applications will be reviewed that clearly indicate the vacancy number and the Job Title in the email subject line; if the application is being sent via email or on the envelope; if it is being sent in hard copies.

**If you are sending your applications in Hard Copies, Please address them to:**

**Personnel Section, National Staff Unit, United Nations Operations Center in Afghanistan (UNOCA),  
Jalalabad Road, Kabul, Afghanistan,  
OR**

**UNAMA Herat Regional Office**

**If you are sending your applications in Soft Copies, please Email your application to:**

**[unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)**