

Posting Title : PUBLIC INFORMATION OFFICER, NOC  
Job Code Title : PUBLIC INFORMATION OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Duty Station : ENTEBBE  
Posting Period : 25 January 2023 - 23 February 2023  
Job Opening number : 23-PUB-RSCE-199972-R-ENTEBBE (N)  
Staffing Exercise : N/A

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

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

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Communications Unit in the Office of the Director RSCE in Entebbe, Uganda. The Public Information Officer reports to the Chief of Unit, Communications and shall be responsible for participating in the formulation and implementation of strategy, planning, development and provision of accurate and timely information with the objective of promoting awareness, understanding, support and respect for the RSCE's work with particular emphasis of reaching local and international media, civil society organizations, Government and National NGOs, United Nations staff Worldwide and

United Nations stakeholders.

## **Responsibilities**

### **Main Duties and Responsibilities**

Under the direction of the supervisor and within the limits of delegated authority, the Public Information Officer may be responsible for the following duties:

1. Implements communications strategies and activities - Responsible for participating in the development and implementation of a strategy for media relations, publications, web and digital media including social media, community outreach and/or radio products with the objective of promoting awareness, understanding, support and respect for the Center's work and support for its mandate and priorities. - Contributes to reports to RSCE 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. - Provides communication support to managers, senior officers and other public information staff on a range of public affairs issues, methods, and approaches;

2. Provides support to internal communications - Produces reports, newsletters, and other materials of interest to internal audiences. - Ensures Center internal communication is up to date and accurate. - Other related duties that may be assigned.

- Developing and implementing communications strategies and activities is a continuing task. The strategies are monitored and reviewed after every stage of implementation by supervisor.
- Production of reports, newsletters, and other materials of interest to internal audiences is a continuing task and is reviewed by the team and supervisor before publication.
- Preparation, coordination and development of communications products and content is a continuing task. Translations are reviewed by the appropriate focal points and approved by the Supervisor
- Managing outreach to local media, civil society organizations, Government and National NGOs and producing and dissemination of information aimed at local and international media and organizations about the RSCE is on a needs basis.
- Builds communication capacity with national partners and strengthens local partnerships is on a needs basis and is done with approval of supervisor
- Design and produce digital communication materials (newsletters, reports, leaflets, etc.) by being proactive, creative and innovative;
- Manage the RSCE digital Platforms including enhancing the quality of information and identification of opportunities for content development and improvement.
- Design and produce captivating and functional visuals and infographics.
- Deploy RSCE Digital Platform traffic analysis tools to analyze and set KPI, identify key trends, priorities developing patterns, and streamline the website accordingly.
- Keep the Chief Communications abreast with, technological and competitive developments in the field of digital communication to improve existing communication materials and determine potential needs;
- Design and publish digital content for social networks.

3. Prepares or coordinates the development of communications products and content in local

language(s) - Prepares or coordinates the preparation of a diverse range of communication products in local languages(s) in support of RSCE 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. - Writes human interest stories for local and international audiences and produces digital content for the RSCE's social media platforms. - Keeps abreast of changing developments, trends and political development in country and serves as advisor to Chief RSCE on these issues.

4. Manages outreach to local media, civil society organizations, Government and National NGOs - Produces and disseminates information aimed at local and international media and organizations about the RSCE, its aims and activities and supports outreach activities and assists in interactions in local language(s); - Prepares material for press briefings and interviews; drafts press statements and press releases as necessary; establishes and maintains a cooperative relationship with local and international media; - Drafts and edits material for press releases, key messages, Q&As, talking points, UN newsletters reports and books. • Assists in responding in a timely fashion to disinformation that could negatively impact public perception of the Center and/or RSCE's management, etc. - Monitors and analyses local and international media and develops contact list of local journalists and media outlets covering all media - print, TV, radio, social media, web, photo etc. - and a successful process of communicating and maintaining regular contact and close collaboration with the media.

5. Builds communication capacity with national partners and strengthens local partnerships - Builds capacity and serves as focal point on local capacity building including supporting local media and partners through regular contact and organizing specialized training to address knowledge, awareness and skill gaps. - 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 Center's work. - Develops strategic partnerships with key constituencies to elicit support for and maximize impact of public information objectives; raises visibility of the Center by organizing and/or participating in seminars, lectures, conferences, public events on major issues and events concerning the organization.

## **Competencies**

**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. Builds consensus for task purpose and direction with team members. 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 shortcoming.

**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**

Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration or related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

### **Work Experience**

A minimum of five years of progressively responsible experience in public information, journalism, international relations, public administration, or related area is required. Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds and programmes) – or similar international organization or non-governmental organization - in a conflict or post-conflict setting is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. Fluency in English is required. Knowledge of French is desirable.

### **Assessment**

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

## **Special Notice**

This post is funded for an initial period of one year and may be subject to extension.

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.

Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all Staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Candidates for the National Professional Officer category shall be of the nationality of the country where this position is located.

An impeccable record for integrity and professional ethical standards is essential.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

## **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.**