

Posting Title : COMMUNICATIONS ASSISTANT, G6  
Job Code Title : COMMUNICATIONS ASSISTANT  
Department/ Office : Regional Service Centre at Entebbe  
Duty Station : ENTEBBE  
Posting Period : 13 February 2023 - 14 March 2023  
Job Opening number : 23-PUB-RSCE-201235-R-ENTEBBE (R)  
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. Within the delegation of authority and under the supervision of the Chief of Communication, the incumbent is responsible for supporting the Communications Unit and administer communication duties not limited to to the sourcing and identification of materials from suppliers, maintaining databases and files related to the communication function and supporting in the development and implementation of communications function in the

## Communications Unit

### **Responsibilities**

#### Main Duties and Responsibilities

##### 1. Content creation:

Gathers information for the development of content for RSCE web and social media channels and provides the same to the Chief of Communications.

Update the channels as well as maintaining files, databases, and systems relevant to RSCE digital presence.

Types out and formats the data for social media and digital channels.

Sends the typeset data to Chief of Communications for approval and then uploads the information to social media and digital channels once approved.

Assisting with 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.

Design and produce captivating and functional visuals, infographics, captions for RSCE digital networks by being proactive and creative.

Draft reports, newsletter content, and other materials of interest to internal and external audiences to be reviewed by the team and supervisor before publication.

Assists in exchange of information between the Chief Communications and other stakeholders and client missions.

##### 2. Administrative and logistical Support:

Assisting the Chief Communications in organizing trainings and workshops on communication practices for the Centre Develops and updates databases for all communication projects and activities and files in a shared folder that can be accessed by all members of the communication Unit.

Develops and maintains a database of all suppliers and vendors that supply the Communications unit and archives all correspondences in a shared spreadsheet in the Communications unit shared folder.

Prepares and implements acquisition plan for purchasing supplies and communications products for the Communications unit.

Update the channels as well as maintaining files, databases, and systems relevant to RSCE digital presence.

Assisting in analyzing current events of impact to RSCE, public opinion and press and advising Chief of Communications on appropriate actions is a continuing task.

Gathering information for the development of content for RSCE web and social media channels and update the channels as well as maintaining files, databases and systems relevant to RSCE digital presence is a continuing task.

Assisting the Chief Communications in organizing trainings and workshops on communication practices for the Centre as assigned on a needs basis.

Supporting regular meetings within the team and with other stakeholders is a continuing task.

Assisting in exchange of information between the Chief Communications and other stakeholders and client missions is a continuing task.

Drafting 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 of communications products and content is a continuing task.

Assisting with 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 need's basis.

Design and produce digital communication materials (newsletters, reports, leaflets, etc.) by being proactive, creative and innovative is on a need basis.

Assist in managing the RSCE digital Platforms including enhancing the quality of information and identification of opportunities for content development and improvement is continuing task.

Design and produce captivating and functional visuals and infographics is on a need basis.

Deploy RSCE Digital Platform traffic analysis tools to analyze and set KPI, identify key trends, priorities developing patterns, and streamline the website accordingly is on a need basis.

Design and publish digital content for social networks is a continuing task.

### 3. Meetings and events:

Provides administrative support to the Comms team in organizing regular unit meetings and take minutes and notes for the communications unit and for the Chief of Communications and other stakeholders. Assists chief of Communications by following up on assignments with Communications Team members and updates the activity database.

Provides administrative and logistical support for organizing trainings and workshops on communication practices for the Centre under guidance from the Chief of Communications.

Provide administrative and logistical support for communications team and ODRSCE events organized at the RSCE.

## **Competencies**

**Professionalism:** 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. 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.

### **Education**

High school diploma or equivalent is required.

### **Job Specific Qualifications**

#### **Work Experience**

A minimum of seven (7) years of progressively responsible experience in administration, communication and public relation or related area is required.

At least (5) years of progressively responsible experience within the United Nations common system or similar international organization or non-governmental organization 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.

Passing the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Applicants who have not passed the GGST at the time of application may be invited for the test after submitting an application. Having passed the Administrative Support Assessment Test [in English] at the United Nations headquarters, Economic Commission for Africa, Economic and Social Commission for Western Asia, United Nations Office at Geneva, United Nations Office at Vienna, International criminal tribunal for Rwanda or International Criminal Tribunal for the former Yugoslavia may be accepted in lieu of the GGST.

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.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located.

Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

### **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.

