



**Job Opening Reference:** RSCE/TJO/002/08/2018

**Issuance Date:** 11 August 2018

**Deadline Date:** 25 August 2018

**Type of contract:** Temporary Appointment

**Duration:** 6 Months

**Department:** RSCE

**Scheduled date for taking up appointment:** ASAP

<b>Title: Public Information Officer</b>	<b>Grade: NO-C</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS</u></b>		
<b>Women are strongly encouraged to apply</b>		

- Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

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

This position is located in the Office of the Chief RSCE in Entebbe, Uganda. The Public Information Officer reports to the Chief RSCE 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. The incumbent shall perform the following functions:

### **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. 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.

## **2. 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.

## **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. 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;

## **5. 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.

### **Competencies:**

**Professionalism:** Extensive Knowledge in Journalism; political awareness, judgment and solid knowledge of international and national current affairs. Ability to work under pressure. Good research and analytical skills. Knowledge of the UN system and its work. Keen awareness of international and national trends and developments. Knowledge of digital editing technology. 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.

**Judgement/ Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impacts of decisions prior to making them; Takes decisions with an eye to the impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

### **Qualifications**

#### **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.

Postgraduate qualification or certification in communication, journalism, international relations is desirable.

Post graduate qualification or certification in public relations and customer care or creative writing is desirable.

**Experience:**

A minimum of five years of progressively responsible experience in public information, journalism, international relations, public administration or related area is required.

In case of a Bachelor's Degree a minimum of seven (7) years 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. For the post advertised, fluency in English (both oral and written) is required.

**Required documents**

- Signed, updated Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Latest performance evaluation report
- Copies of all your qualifications as per job opening

**ADDITIONAL COMMENTS**

- This position is funded for an initial period of six months and further extension is subject to availability of funding and satisfactory performance. The position is OPEN TO NATIONALS OF UGANDA ONLY.
- Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
- All applicants are strongly encouraged to apply using a Personal History Profile (visit <https://inspira.un.org> to generate a PHP) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
- PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
- PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
- All documents required MUST be provided at the time of submission. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended following submission.
- PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.