



UNITED NATIONS ASSISTANCE MISSION IN SOMALIA

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
 THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
 FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

**DEADLINE FOR APPLICATIONS:****04 APRIL 2016****DATE OF ISSUANCE:****05 MARCH 2016****FUNCTIONAL TITLE:****ASSOCIATE PUBLIC INFORMATION OFFICER****LEVEL:****NO-B****SECTIONS UNIT:****STRATEGIC COMMUNICATIONS AND PUBLIC AFFAIRS GROUP (SCPAG)****LOCATION:****KISMAYO****DURATION OF CONTRACT:****ONE (1) YEAR FIXED TERM****VACANCY ANNOUNCEMENT NUMBER:****UN SOM/SCPAG/017/2016****Special Notice**

This position is funded for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening

Interested applicants who are working with UNSOS/UN SOM Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located in the UNSOM Strategic Communications and Public Affairs Group (SCPAG). Under the guidance of the Chief of SCPAG and the direct supervision of the UNSOM Head of Office in Kismayo.

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) 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;
- e) 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;
- f) Develops 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 seminars, lectures, conferences, public events on major issues and events concerning the organization.

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

- g) Drafts a diverse range of communication products in local language(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;
- h) Drafts human interest stories for local and international audiences and produces digital content for the mission's social media platforms;
- i) Keeps abreast of changing developments, trends and political development in country; provides communication support to managers, senior officers and other public information staff on a range of public affairs issues, methods, and approaches;
- j) 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

- k) Drafts copy for reports, newsletters, and other materials of interest to internal audiences.
- l) Ensures Mission's internal communication is up to date and accurate and translates documents into Somali as needed.
- 5. Prepares a fortnightly report to reflect Public Information activities conducted, progress made and constraints faced and recommendations for way forward.
- 6. Monitor local media and write media monitoring reports. Collect and collate daily situational report from region/locations under his/her responsibility.
- 7. Provide continuous technical support to the UNSOM digital platforms including provision of photographs. Provide technical support for other new media activities such as social networks and microblogs in English and Somali language.

8. Performs other duties as assigned.**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 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.

Planning & 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.

Qualifications:

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.

Experience: A minimum of two to three years of progressively responsible experience in public information, journalism, international relations, public administration or related area.

Language: English and French are the working languages of the United Nations Secretariat. For this post, fluency in English and Somali (both oral and written) is required.

Other Skills: Proficiency in an Office Suite, internet and social media platforms.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <http://www.unon.org/> Applications submitted after the deadline 4 April 2016 will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

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.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).