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**UNITED NATIONS VERIFICATION MISSION IN COLOMBIA (UNVMC)**  
**JOB OPENING**  
**Internal / External**

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Job Title & Level:	<b>Associate Public Information Officer, NO-B</b>
Department/Office:	<b>UN Verification Mission in Colombia (UNVMC)</b> <b>UNVMC/Strategic Communications and Public</b> <b>Information Unit</b>
Location:	<b>Bogota, COLOMBIA</b>
Posting Period:	<b>16 June – 5 July 2021</b>
Job Opening Number:	<b>UNVMC-NJO-2021-013 – Six months temporary</b> <b>appointment with possibility of extension</b>

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**IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP is **properly signed** and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

**Only Colombian Nationals are eligible to apply for this National Job Opening.**

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.:  
https:

//www.youtube.com/playlist?list=PL-8SCKVjg-e3073SwTDG1VQf1oLTWfUQ4

### **Organizational Setting and Reporting**

This position is located in Bogotá Office of United Nations Mission in Colombia. The Associate Public Information Officer will report to the Chief of Strategic Communications and Public Information Unit.

### **Responsibilities**

Under the overall direction of the Chief of Strategic Communications and Public Information Unit, and within limits of delegated authority, the Associate Public Information Officer will be responsible for the following duties:

1. Manage the strategic growth of global audiences through social media and other digital channels by:

- Research, edit, write and develop high-impact social media content including copy, graphics, videos and other multimedia formats that effectively informs and engages external audiences and supports campaigns;
- Maintain, monitor and engage with selected social media platforms;
- Develop, implement and evaluate social media plans for major communication projects and campaigns;
- Ensure the proper and selective use of social media for audience development;
- Research and identify new platforms, best practices and trends in social media and digital;
- Continually optimize Missions social media system;
- Provide trainings and guidance to staff and colleagues in HQ and worldwide in the effective use of social media.

2. Manages outreach to local media, civil society organizations, Government and National NGOs and builds capacity by:

- Producing and disseminating information, especially to local media and organizations about the Mission, its aims and activities and supporting outreach activities, as well assisting in interactions;
- Monitoring and analysing current events, public opinion and press; identifying issues and trends in the country;
- Providing support in maintaining social media, web and other services updated, maintaining regular contacts and cooperation with the media, and supporting the creation of infographics and other visual communication materials as part of the digital strategy.

3. Builds communication capacity with national partners and strengthens local partnerships by:

- Serving as focal point on local capacity building including supporting local media and partners through regular contacts and organizing specialized training to address knowledge, awareness and skill gaps;
- Developing partnerships with key national constituencies by proactively sharing the work plan and content and working closely with national partners to raise visibility and understanding of the Mission's work;
- Developing strategic partnerships with key constituencies to elicit support for and maximizing an impact on public information objectives; raising visibility of the Mission by organizing and/or participating in seminars, lectures, conferences, public events on major issues and events concerning the Organization;
- Supporting and working closely with the United Nations Headquarters (UNHQ) to ensure the daily update of the mission products.

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

- Drafting a diverse range of communication products in support of unit priorities and working closely with departments and partners to develop ways to implement system-wide campaigns and to incorporate the campaign message and themes into all relevant events and products;
- Keeping abreast of changing trends and political development in the country; providing communication support to managers, senior officers and public information staff on a range of public affairs issues, methods, and approaches;
- Contributing to reports to mission leadership and UNHQ on communications activities; developments, trends and attitudes regarding the UN; and coordinating and sharing public information activities and guidance within the mission when appropriate.

5. Provides support to internal communications by:

- Supporting the internal communication strategy;
- Drafting reports, newsletters, and other materials of interest to internal audiences;
- Ensuring that the Mission's internal communication is up to date and accurate.

6. Performs other duties as assigned

**Core Values:**

**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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in

the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

**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 audience; demonstrates openness in sharing information and keeping people informed.

**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.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**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 years for candidates with an advanced university and four years for candidates with a first level university degree of progressively responsible experience in public information, journalism, social media management, international relations, public administration or a related area.

**Languages:**

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

### **United Nations Considerations:**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence, and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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. (charter of the united nations - chapter 3, article 8). the United Nations secretariat is a non-smoking environment.

#### **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.