

United Nations Mechanism for International Criminal Tribunals

TEMPORARY JOB OPENING Associate Public Information Officer, P-2 (6 months)

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| DEADLINE FOR APPLICATIONS | : | 15 June 2017 |
| DATE OF ISSUANCE | : | 09 June 2017 |
| OFFICE | : | Registry/Office of the Registrar |
| LOCATION | : | Arusha |
| JOB OPENING NUMBER | : | 2017/MICT/REG/IOR/033-P |

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

Organizational setting and Reporting:

This position is located in the Office of the Registrar, Arusha branch of the Mechanism for International Criminal Tribunals (Mechanism), Registry and will report to the External Relations Officer of the Mechanism in Arusha.

Responsibilities:

- Under the immediate supervision of the External Relation Officer in Arusha, develop and produce multi-media content and features in line with the Mechanism's communication strategy. Conceptualise and produce material for the Mechanism's information campaigns, such as radio programmes, documentaries, audio-visual presentations and interactive website content and features. Develop and produce other information communications products such as case information sheets, press releases, media packets and reports, brochures, briefings, annual reports, newsletters, etc.
- Monitor and maintain the Mechanism's web communication platforms such as the website, social networks and internal networks
- Assist and review implementation of the Mechanism's communications strategy and the Mechanism's Outreach strategy. Assist to identify and develop strategic partnerships with key international constituencies, such as media, diplomatic, non-governmental and legal (including academic) communities, to elicit support for and maximise impact of promotional objectives. Assist to identify key contacts/constituencies, build upon existing and establish new strategic partnerships in Rwanda and the Great Lakes region. Assist to identify actions or initiatives for the Mechanism to increase awareness of, promote and highlight the institution's mandate and achievements, to safeguard and further its reputation, and to perpetuate its image. Assist to ensure accurate, timely and keen awareness among policy-makers of political trends, local conditions and public attitudes to the Mechanism.
- Track, research and analyze information on media, political and public attitudes to the Mechanism, as well as the political and judicial situation and media in Rwanda and the Great Lakes region. Gather information from diverse sources to evaluate the effectiveness of information campaigns. Monitor media and news and help to assess news value, political trends, local conditions and public attitudes relevant to the Mechanism. Assist the assessment of perceptions about the work of the Mechanism and help make recommendations for appropriate action.
- Organize the distribution of information material to target audiences.
- Oversee or participate in the organization of diplomatic meetings, conferences, seminars, press briefings, interviews, etc.
- Respond to a variety of inquiries and information requests internally and externally; prepare related correspondence.
- Perform other duties as assigned.

Core Competencies:

- **Professionalism** – Proven ability to develop and produce multi-media materials, e.g. radio, television and/or film programmes. Excellent knowledge of and experience in the full range of communications approaches, tools and methodologies essential to planning and executing effective campaign strategies and programmes. Ability to develop thorough knowledge of current affairs in Rwanda and the Great Lakes Region, target audience attitudes towards the ICTR and Mechanism, and international as well as regional media and public trends towards the ICTR and Mechanism. Excellent communication (spoken, written and presentational) skills, including the ability to produce a variety of written communications products, to deliver oral presentations and to effectively interact with the public and building/maintaining effective business connections. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. 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.
 - **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 organisational 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.
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- **Planning and Organising** – 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.
- **Technological Awareness** – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

QUALIFICATIONS

Education:

Advanced university degree in journalism, public relations, communications or other related fields. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

Minimum of 2 years of progressively responsible experience in developing and producing multi-media materials.

Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of French is desirable. Knowledge of Kiswahili is an asset.

HOW TO APPLY:

- 1) Internal staff at the P-2 level are eligible to apply.
- 2) Interested candidates must complete the UN Personal History Profile (PHP) form obtainable via personal Inspira accounts (in PDF format) or the MICT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's (for internal candidates) **ELECTRONICALLY AS ONE DOCUMENT** to the RMRecruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position.
- 4) Please note that only candidates under serious consideration will be notified of the final decision.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website (www.unmict.org) or from your personal Inspira account and forward electronically to the RMrecruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 2) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position.

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| <p>SPECIAL NOTICE: The appointment is limited to the MICT. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. ICTY is a smoke free environment.</p> |
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PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.