

# United Nations Mechanism for International Criminal Tribunals

Public Information Assistant, GS-6

DEADLINE FOR APPLICATIONS	:	04 October 2017
DATE OF ISSUANCE	:	05 September 2017
OFFICE	:	Registry/Communications Section
LOCATION	:	Kigali, Rwanda
JOB OPENING NUMBER	:	2017/MICT/REG/COMM/042-GS

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

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## Organizational setting and Reporting:

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

## Responsibilities:

- Under the immediate supervision of the External Relations Officer in Arusha, provide a daily news summary circulated by local mass media (Radio and TV, newspapers, press conferences, and interviews.) Regional press (Newspapers, Radio and TV, Interviews, visits of Heads of States, etc.). International (Radio and TV, interviews, newspapers, etc).
- Assist in public relations and protocol services
- Assist in organizing visits of senior Mechanism officials to Rwanda and other officials required by the Mechanism to be present in Rwanda, as well as assist in visits of Rwandan partners and stakeholders to Arusha
- Summarize all news heard from Radio or TV programs concerning the MICT and which could have any impact on the work of the MICT. Provide a transcript of interviews of MICT top officials from foreign radio programs.
- Provide regular and updated information to visitors and users (journalists, representatives of local human rights organizations, UN agencies, embassies and undergraduates, researchers, etc.). Distribute press releases covering major events within the Mechanism. Help journalists in finding material and documents for writing their stories about the work of the Mechanism.
- Summarize the press conferences or statements of Rwanda officials, non-governmental organizations etc. Maintain archives and documentation about all events. Transcribe press conferences as recorded in audiotapes and file them for the Section.
- Participate in the planning and implementation of Mechanism's public relations activities, including knowledge sharing in Rwanda
- Classify and maintain documentation and archives from the Press and Public Affairs Unit (indictments, press releases, statements, newspaper clippings etc.)
- Assist in improving public awareness regarding access to unclassified records of the ICTR, ICTY and Mechanism

## Core Competencies:

- **Professionalism** – Ability to produce first draft of various communication materials. Strong understanding of the functions of the work unit and of the organizational structure and respective roles of related units; knowledge of internal policies, processes and procedures generally and in particular those related to the communication, production and dissemination of public information. 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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## QUALIFICATIONS

### Education:

High school diploma or equivalent; demonstrated ability to use computer technology. A first level university degree in journalism, public relations, communications or other related fields will be considered as an asset.

### Work Experience:

A minimum of 7 years related experience with 3 years practical experience in developing and producing multi-media materials as well cooperating with the host state.

### Languages:

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

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### Assessment Method:

There may be a technical test followed by a competency based interview. Candidates may be asked to provide a sample of their creative work.

### Special Notice:

The appointment is limited to the Mechanism. **Appointment of the successful candidate to this position will be subject to budgetary approval.** Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

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## HOW TO APPLY:

### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members 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 ELECTRONICALLY AS ONE DOCUMENT to the [RMRecruitment@icty.org](mailto:RMRecruitment@icty.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

### NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the MICT website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [RMRecruitment@icty.org](mailto:RMRecruitment@icty.org) in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis therefore he/she will be responsible for all travel expenses incurred in connection with this recruitment.

### 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.

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