

United Nations Mechanism for International Criminal Tribunals

Associate Public Information Officer (Outreach), P-2

DEADLINE FOR APPLICATIONS : 06 October 2017
DATE OF ISSUANCE : 07 September 2017
OFFICE : Registry/External Relations
LOCATION : THE HAGUE
JOB OPENING NUMBER : 17-PUB-RMT-84736-R-THE HAGUE (R)

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

Organizational setting and Reporting:

This position is located in the External Relations Office, Registry. The incumbent reports directly to the External Relations Officer.

Responsibilities:

Assists the External Relations Officer in planning, and developing of public information and outreach campaigns and projects. Within limits of delegated authority and together with the External Relations Officer and outreach officers monitors the public trends towards the Mechanism and determines possibilities for new engagement possibilities with a variety of partners, both international and from the former Yugoslavia. Develops together with the External Relations Officer and other team members, project proposals, methodology, materials, procedure and work plans, work schedule and priority list, quarterly and progress reports, internal reviews, briefings, presentations etc. Analyses and maintains an overview of the work, ensures that adequate support is provided for timely delivery of all project tasks. Ensures project implementation and products are in compliance with agreements with donors and project partners. Within delegated authority, seeks funding opportunities and compiles project proposals and budget and resource requirements with other relevant sections within the Registry. Trains, supervises and monitors compliance of project staff with reporting and project requirements, both in The Hague and in the Field Office. Maintains policy, standard operating procedures, general management files, contract documents, contract compliance and other project documentation, as required. Contributes to the preparation of status and progress reports by maintaining databases capable of providing pertinent information. Fulfills speaking engagements and makes presentations to groups on Mechanism work and activities, and advocates issues of concern. Assists in organisation of seminars, lectures, conferences, public events on major issues and events concerning the Mechanism. Effectively meets challenges and risks.

Core Competencies:

- **Professionalism** – Outstanding knowledge of project management, implementation procedures, creation of work plans and progress and project reports. Possesses a good knowledge of the Mechanism's work and functioning, its achievements and goals, as well as of the legacy of the International Criminal Tribunal for the former Yugoslavia. Good understanding of approaches, tools and methodologies related to planning, executing and monitoring communications campaigns. Demonstrated skills in strategic planning, communication and resource mobilization skills, including the ability to persuasively express section and institutional goals in project proposals. Proven excellence in written and oral presentation skills. Strong team building and personnel management skills. Will be expected to demonstrate a high degree of self-reliance and motivation working to a significant degree without close supervision. 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.
- **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.

QUALIFICATIONS

Education:

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

Work Experience:

Minimum of 2 years of progressively responsible experience in the field of project management or communications. Experience with the UN or other international organisation is desirable. Experience and success in the management and monitoring of

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external and internal communication projects and in planning and implementation of programmes also desirable. Knowledge of UN rules and guidelines related to project management and financial expenditures highly desirable.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of Bosnian/Croatian/Serbian (BCS) is an advantage.

Assessment Method:

There will be a technical test and competency-based interview.

Special Notice:

Current UN staff at the GS and FS level who meet the eligibility requirements are exceptionally permitted to apply. If selected, certain conditions will apply. All offers of appointment are subject to budgetary approval. The appointment is limited to the Mechanism for International Criminal Tribunals. ***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. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

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.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The MICT is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
