

United Nations Mechanism for International Criminal Tribunals

Associate Public Information Officer, P-2

DEADLINE FOR APPLICATIONS	:	03 November 2017
DATE OF ISSUANCE	:	05 October 2017
OFFICE	:	Registry/Office of the Registrar
LOCATION	:	Arusha
JOB OPENING NUMBER	:	17-PUB-RMT-86067-R-ARUSHA (R)

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.

Work Experience:

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

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 French is desirable. Knowledge of Swahili is an asset.

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:

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. 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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

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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 Mechanism for International Criminal Tribunals 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>
