

Posting Title : PUBLIC INFORMATION ASSISTANT, G4
Job Code Title : PUBLIC INFORMATION ASSISTANT
Department/ Office : United Nations Mission in the Republic of South Sudan -
created by GA Resolution 1996 (2011)
Location : Juba
Posting Period : 6 September 2023-5 October 2023
Job Opening number : 23-Public Information-UNMISS-217309-R-Juba (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the Communications & Public Information Service within the United Nations Mission in the Republic of South Sudan (UNMISS), Juba. The Public Information Assistant reports to the Chief of Radio through Senior Radio Producer.

Responsibilities

Within delegated authority, the Public Information Assistant will be responsible for the following duties:

- Assists in gathering news through talking to a variety of sources, interview contributors, gather background and supporting material;
- Provides specialized assistance to public information officers in the production and delivery of communication products and services.
- Assists in the updating of the website and social media platforms; transcribes, edits, or translates content; assists in design, development and maintenance of communication projects;
- Enters data and generates a variety of statistical and other reports from various databases.
- Researches, compiles and presents basic information for use in the preparation and production of communications products/services.
- Coordinates media coverage of events; liaises with news and publications agencies, public relations firms, UN photographers, and other parties to provide information on, upcoming meetings, briefings and special events and to ascertain coverage requirements; coordinates technical arrangements and organizes and allocates space for visiting news, photo, TV and film personnel; and evaluates and processes applications for UN security clearances/accreditations.
- Participates in the planning and coordination of exhibits and special projects; liaises with relevant departments/agencies; drafts and edits reports, production schedules, press releases and related texts, and correspondence related to the planning and production of exhibits and special projects.

•Assists in the production and editing of video/film projects, radio programmes or website projects; tracks all production material; produces scripts, cue cards, etc., selects and catalogues sound and visual materials for inclusion in productions, and obtains requisite clearances and copyrights; coordinates scheduling of commercial and internal production facilities; directs studio recordings and/or evaluates audio quality of recordings for inclusion in programmes. •Maintains journalistic and professional standards under deadlines and pressure; •Consistently files stories according to assigned deadlines; •Follows local, national, and international news and the activities of the UN in South Sudan and proposes stories relevant to Radio Miraya listeners; •Assists in producing and presenting news and current affairs programmes in English and Arabic; •Researches, compiles and presents media reports for internal and external use covering national and international press; •Other duties as assigned by the supervisor.

Competencies

•Professionalism: Knowledge of internal policies, processes and procedures related to communication, production and dissemination of public information. Ability to research information from a variety of sources. 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. 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. •Teamwork: Works collaboratively with colleagues to achieve organizational 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. •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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Technical training and certification in journalism or broadcasting, communications, public information, or a particular communications medium is desirable.

Work Experience

At least three (3) years of progressively responsible experience in public communication, international broadcasting or related area is required. The minimum years of relevant experience is reduced to 1 for candidates who possess a first-level university degree or higher.

Languages

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

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment. Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce. This post is located in Juba. Please note that anyone selected will be required to report for duty in that location on the agreed date and will also be expected to arrange their own accommodations. There is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount

consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.