

Posting Title : PUBLIC INFORMATION ASSISTANT, G5
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;Wau
Posting Period : 21 November 2024-20 December 2024
Job Opening number : 24-PUB-UNMISS-248050-R-MULTIPLE D/S (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

These positions are located in the Communications & Public Information Service of the United Nations Mission in the Republic of South Sudan (UNMISS), Juba and Wau. The Public Information Assistants reports to the Chief of Service, Public Information through Public Information Officer.

Responsibilities

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

- Provides specialized assistance in the production and delivery of information communications products and services.
- Researches a broad scope of information sources, printed and electronic, compile and present information for use in the preparation and production of communications products/services for external audiences.
- Assist in various phases of the production and distribution of recorded radio programming and products: participate in the morning editorial meeting and the daily unit planning of broadcasts.
- Organizes and executes special events, coordinating with diverse partners and the media to highlight and publicize key events.
- Assist in the timely electronic/digital or internet dissemination/distribution of radio programmes.
- Prepare, maintain and update web page, to include drafting and editing of content.

- Upload/download audio files; undertake proactive calls and direct mail initiatives to build client base and nurture relationships; manage, update and further develop internal databases.
- Generate a variety of standard and non-standard statistical reports from various databases on the usage or consumption of the units items, products and programs; provide guidance and training to interns/volunteers.
- Gather news through talking to a variety of sources, interview contributors and gather background and supporting material.
- Maintain journalistic and professional standards under deadlines and pressure.
- Consistently file stories according to assigned deadlines.
- Follow local, national and international news and the activities of the UN in South Sudan and propose stories relevant to Radio Miraya listeners.
- Conduct, record and edit interviews using digital audio equipment to a high standard.
- Produce and present news and current affairs programmes in English and Arabic.
- Plans prepare and present news and live programmes.
- Performs other duties as assigned.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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 desired.

Work Experience

At least five (5) years of progressively responsible experience in public communication, international broadcasting or related area is required. The minimum years of relevant experience is reduced to three (3) 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 is required. Knowledge of another official United Nations language is desirable.

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. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for 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.

These positions are located in Juba and Wau. 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 his/her 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.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.