



**United Nations Mission in South Sudan
UNMISS**

VACANCY ANNOUNCEMENT

VA No. UNMISS-GS-11-016

VA Issuance Date: 21 November 2011

Deadline for Applications: 5 December 2011

The United Nations Mission in South Sudan is seeking qualified candidates for the following post(s):

Title: Public Information Assistant	Grade: GL - 5	Region (please indicate preference in application): Kuajok, Wau, Rumbek, Aweil, Torit.
POST OPEN FOR SOUTH SUDANESE NATIONALS ONLY		
<i>Women are strongly encouraged to apply</i>		

Duties and Responsibilities:

Under the overall supervision of the States Coordinator of the Public Information Office (PIO) and the direct supervision of the Public Information Officer in charge of the PIO/Radio Miraya Unit in each state office, the Incumbent is responsible for the performance of the following duties:

- Contribute to PIO's production and delivery of Public Information products and services.
- Research, compile and present media reports for internal and external use covering national and international press, television, radio and websites and other possible information sources on South Sudan that are accessible to the public.
- Compile and organize data for reference and research.
- Research, compile and present basic information for the preparation and production of communications products and services.
- Serve as photographic assistant by producing digital imaging and photo prints, writing captions for photos and also serving as photographer as needed in the state office where assigned.
- Coordinate media coverage of important events in conjunction with the section's Media Relations unit; liaise with news and publications agencies, public relations firms and UN photographers in order to provide advance notice of and information on upcoming meetings, news conferences and special events and ascertain coverage requirements of outside media.

- Participate in the planning and coordination of major exhibits; liaise with relevant offices/agencies; draft and edit reports, production schedules and correspondence related to planning and production of events.
- Using relevant computer software, create designs in appropriate format for promotional and other material such as brochures, presentational materials, announcements, video and audio cassette covers and catalogues; ensure that all photos, graphics, etc are appropriate and conform to UN standards for print materials
- Assist in the production of video/film projects, radio programmes or website projects; track all production material; produce scripts, cue cards, etc.; select and catalogue sound and visual materials for inclusion in productions and obtain requisite clearances and copyrights; direct studio recordings and/or evaluate audio quality of recordings for use in broadcast programming.
- Assume news gathering and/or reporting duties for vacationing or absent Radio Miraya journalist(s) assigned to staff member's state office.
- Assist the section's head of the Outreach unit in the organization and presentation of capacity-building workshops and international day commemorations.
- Perform other duties as assigned by the supervising Public Information Officer and States Coordinator.

Competencies:

Professionalism: Ability to manage processes and maintain accurate records. Demonstrate ability to use good judgment in the context of assignments given and cultural and political sensitivities. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.

Teamwork: Good inter-personal skills. The staff member should be able to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Client Orientation: Demonstrate ability to develop and maintain effective work relationships with supervisors and colleagues

Communication: Ability to write in a clear and concise manner and to communicate orally in an effective manner.

Planning and Organizing: Ability to plan and organize own work effectively in an efficient and timely manner.

Technological awareness: Ability to operate a computer with MS applications, data bases and digital editing software. Ability to operate a digital recording device and a basic production booth.

Qualifications:

Education: High school diploma or equivalent. Post-secondary education at college, university or specialized training institution in office management/business administration and communications skills is an asset. Knowledge of shorthand is an added asset.

Experience: At least 5 years of progressively responsible experience in administration/office management/or specialized experience in a Public Information environment, international broadcasting organization or a multi-lingual web site or equivalent. A high level of demonstrated analytical and problem-solving skills is an asset. Experience with UN/NGOs or other international organizations is an added asset.

Language skills: Fluency in written and spoken English. Knowledge of other languages spoken in South Sudan is an advantage.

Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form ([P-11](#)) which can be accessed through <http://unmiss.unmissions.org> under “**vacancies**”.
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate - if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers.

By email:

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

e.g. UNMISS-GS-11-016

General Services: unmiss-recruitmentgs@un.org

By Mail:

Chief Civilian Personnel Officer, UNMISS
Juba, South Sudan

By Hand:

UNMISS Headquarters, Juba or through the UNMISS State Offices throughout South Sudan.