



## **VACANCY ANNOUNCEMENT**

<b><u>VACANCY ANNOUNCEMENT N°:</u></b>  <b>MINUSMA-IC-ODMS-008-17</b>	<b>TITLE: Project Manager</b>	<b>Duty Station: Bamako</b>
	<b>NUMBER OF POST: 01</b>	<b>Date issued: 06 September 2017</b>
	<b>Employment type: International Consultant</b>  <b>Duration : 6 Months</b>	<b>Closing date: 20 September 2017</b>
	<b>FOR INTERNATIONAL CANDIDATES ONLY</b>	<b><u>Applications received after the closing date will not be accepted</u></b>

### **I. RESPONSIBILITIES**

In accordance with the UN Council Resolution 2227 (2015), the mission should develop an effective communication strategy to raise awareness and understanding about its mandate and activities. While the MINUSMA Mission Support Division is providing extensive support to the civilian, military and police components of the mission as well as local communities, it is short of communicating its activities and achievements to its clients and the local population.

Under the general guidance of the Director of Mission Support and the direct Supervision of the Senior Administrative Officer, the Public Information Officer will assist the mission support Pillar to develop and implement an effective communication strategy by aligning the mandate of the Mission with mission strategy and objectives. The Contractor will further assist Mission Support components to develop their communication objective, mission statement, target audiences, desired action and establish benchmark for success.

Within the delegated authority the International Individual contract will :

- Takes the lead in planning, developing and implementing a MINUSMA Mission Support Division (MSD) communication strategy (e.g. promotion initiatives, information programs, broad-reaching subject specific issues, etc.);
- Contributes as required to the production of publications by conducting research and interviews; assigning, drafting, revising and translating articles; liaising with service providers; negotiating contracts and participating in the graphic design;
- Works with the various MSD Offices to develop ways to implement a communication strategy to incorporate messages and themes into all relevant events and products;
- Develops and promotes the use of a systematic methodology for the formulation of communication strategy objectives;
- Develops strategic partnerships with key internal stakeholders to elicit support for and maximize impact of communication strategy;
- Prepares or oversees preparation of a diverse range of information communications products (motto, logo, signature block etc.) in support of major MSD initiatives;
- Evaluates results and impact of communications activities; reports on developments, trends and attitudes regarding the MSD;
- Builds an information network blueprint and roadmap that can be sustained by MSD following the conclusion of

- the consultancy;
- Manages a publications program; produces materials for print/electronic/voice/visual media.

## **II. COMPETENCIES**

**Professionalism:** Proven analytical and evaluation skills; Thorough knowledge of all forms of air transport activities; Thorough knowledge of air operations related safety requirements; Ability to work independently in managing difficult and time sensitive situations as well as conflicting priorities; Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter 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 inputs by genuinely valuing other's 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.

**Planning & Organizing:** 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.

## **III. QUALIFICATIONS, & REQUIRED EXPERIENCE**

**Education:** Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience-** A minimum of seven years of progressively responsible experience in public information, journalism, international relations, public administration or related area is required. Experience in humanitarian communications and developing communication strategy in the field is desirable. Experience within a humanitarian context both in the field and global headquarters levels is desirable. Demonstrated experience in developing and implementing communication, advocacy and outreach programs is required.

**Language:** 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 French is desirable.

### **Submission of applications:**

1. Interested candidates with the required qualifications are invited to submit their applications including (i) the updated United Nations Personal History Form (P11), (ii) a letter of motivation and (iii) the authentic certificates of work experiences by the email to: [minusma-ICRecruitment@un.org](mailto:minusma-ICRecruitment@un.org) with copy to [gakumbam@un.org](mailto:gakumbam@un.org) no later than 13 September 2017.
2. Any other form or evidence submitted after recruitment of the candidate will not be accepted.
3. It is mandatory to write the number of the vacancy Announcement in the subject of the email.

**MINUSMA-IC-ODMS-008-17 – Project Manager.** The current vacancy announcement is available on our website at: [www.minusma.unmissions.org](http://www.minusma.unmissions.org).

### **Important Note:**

1. In compliance with the United Nations rules and regulations on gender balance, applications from female candidates are strongly encouraged.
2. This position is open to International candidates only.

**THE UNITED NATIONS DOES NOT CHARGE ANY FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION SUBMISSIONS AND PROCESSING, INTERVIEW OR TRAINING OR ANY KIND OF FEES. UNITED NATIONS DOES NOT SHOW ANY INTEREST TO THE INFORMATION RELATED TO BANK ACCOUNTS OF CANDIDATES**