

(UNMIL)

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-PIO-13-2145	Deadline: 04 November 2013
Post Title: Public Information Assistant (One position)	Level: GL-5
Organizational Unit: Public Information Section	Location: Voinjama
Initial Appointment: Initial one (1) year subject to funding of the posts and satisfactory performance	IMIS Post #: 57561
Indicative Minimum Annual Gross Salary: 13,633.00	
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Management Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</p>	

Description of Main Duties: Under the general supervision of the Deputy Chief of Public Information and Spokesperson, the incumbent shall be responsible to perform the following duties:

- Provides general office support; responds to complex information requests and inquiries; processes, drafts and finalizes correspondence and other communications; sets up and maintains files/records, organizes meetings, monitors deadlines, etc.
- Coordinates administrative services, including preparing, monitoring and processing various requisitions, service contracts and payment vouchers, coordinating special assignments and related travel authorizations, etc.
- Provides specialized assistance to officers in the production and delivery of information communications products and services.
- Manages, updates and further develops internal databases; updates web site, to include drafting and editing content; assists in design, development and maintenance of Internet applications; generates a variety of standard and non-standard statistical and other reports from various databases.
- Researches, compiles and presents basic information for use in the preparation and production of communications products/services.
- Serves as photographic assistant by producing digital imaging, producing photo prints, and serving as back-up photographer; write captions for UN photos.
- Coordinates media coverage of important events; liaises with news and publications agencies, public relations firms, UN photographers, etc. to provide advance notice of, and 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; evaluates and processes applications for UN security clearances/accreditations.
- Participates in the planning and coordination of major exhibitions; 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.
- Using relevant computer software creates designs in appropriate format for promotional and other material, e.g. brochures, presentational materials, announcements, video and audio cassette covers and catalogues, etc.; ensures that photos, graphics, etc. are appropriate and conform to UN standards for print materials.
- 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.
- Monitors the performance of digital audio workstations and other computer-based editing systems with respect to proper digital file management; review entries, file storage, retention and deletion practices to ensure consistent application of basic guidelines; identifies problems/issues and liaises with appropriate personnel for their resolution.
- Identifies and prepares new material for inclusion in appropriate web pages by: researching various information sources for relevant material and cross-checking information with author offices as required; retrieving and downloading pertinent documentation and other information in requisite programming languages for Web format or inserting into database after determining appropriate categorization; preparing new pages, incorporating graphics as needed, using appropriate authoring tools and necessary programming languages; preparing and updating index of documents; posting documents on the UN web and/or development servers and ensuring the appropriate directory location; checking and testing for multiple browser support, etc.
- Provides guidance/training to junior staff.
- Performs other duties as assigned.

Results Expected:

Provides reliable office support services and specialized assistance in the development, production, communication and dissemination of information products and/or services. Provides sound research assistance. Consistently applies

appropriate policies, guidelines and procedures. Effectively and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

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.
- **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.
- **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.
- **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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications and Experience:

Education: High school diploma or equivalent.

Experience: Minimum Five (5) years of experience in public communication, international broadcasting or related area.

Languages: Fluency in spoken and written English is essential.

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

Vacancy # UNMIL-SUB-PIO-13-2145, should be forwarded to the attention of:

**UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7th Floor, Room # 705F
Pan African Plaza, Tubman Boulevard, Monrovia**