



Temporary Job Opening

Vacancy Number:	23/002
Deadline for Application:	02 March 2023
Date of Issuance:	23 February 2023
Position Title:	Public Information Assistant
Position Level:	G-6
Position Number:	30912985
Duty Station:	Jerusalem

Qualified Female Candidates are strongly encouraged to apply

This is a temporary vacancy available from 15 March through 30 September 2023.

Organizational Setting and Reporting

This position is in the Public Information Unit of the Office of the Special Coordinator for the Middle East Peace Process (UNSCO). The incumbent reports to the Public Information Officer.

Responsibilities

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

Under the guidance of the Public Information Officer, supports the development and implementation of the Mission's communication strategy:

- a) Monitors Hebrew, Arabic and English media during office hours and, during breaking news or other critical events, in evening and weekends, and ensure UNSCO senior staff and, when appropriate UNHQ, are informed of daily press briefs, breaking news, and other ad-hoc relevant events.
- b) Supports the Regional Affairs Unit and relevant UN agencies in the compilation and verification of data related to the monthly Security Council briefings.
- c) Provides general office support; responds to information requests and inquiries; process, drafts and finalizes correspondence and other communications; sets up and maintain files/records, organizes meetings, monitor deadlines, etc. Assists in the production and delivery of communications products and services; evaluates the result and impact of these products, including providing feedback on the perception of the Mission at the national and international levels.
- d) Coordinates administrative services, including preparing, monitoring and processing various requisitions, service contracts and payments, vouchers, coordinating special assignments and related travel authorizations, etc.

Serves as an information focal point, helps to coordinate special events and media coverage:

- a) Participates in the planning and coordination of major exhibits and special events as required; liaises with relevant agencies; drafts and edits reports, production schedules, press releases and related texts, and correspondence related to the planning and production of exhibits and special events.
- b) Coordinates media coverage of important events, liaises with news and publications agencies, public relations firms, etc. to provide advance notice of, and information on, upcoming meetings, briefings and special events and to ascertain coverage.
- c) Assists in organizing the clearance, production, and distribution of information material to the Israeli, Palestinian and international media, such as the monthly Security Council briefings, press releases and reports..

Increases social media presence on strategic platforms and implements digital campaigns for events of importance to the Mission:

- a) Promotes and maintains the Mission's social media presence.
- b) Maintains the Mission's social media accounts to improve outreach on social media platforms.
- c) Maintains and updates the web page and social media accounts, drafts and edit relevant content; and maintains file structure.
- d) Monitors social media products and media coverage of relevance to the work of the Mission.

Performs other related duties as required.

Competencies :

- **Professionalism:** 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.
- **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.
- **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 the audience. Demonstrates openness in sharing information and keeping people informed.

Education: High school diploma or equivalent is required. Technical training and certification in journalism or broadcasting, communications, public information, or a particular communications medium is desirable. Knowledge and experience in budgetary and administrative functions may be necessary.

Work Experience: A minimum of seven (7) years of progressively responsible experience in national and/or international broadcasting as a radio news writer/producer, communications or public relations is required. Hands-on practical experience in digital sound editing, Internet research and electronic posting is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English and Hebrew is required.

Other: Proficiency in Microsoft Office suite including Teams, Word, PowerPoint and social media platforms is required

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

Note to applicants:

- **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**
- **ONLY APPLICATIONS SUBMITTED THROUGH EMAIL unSCO-va@un.org WILL BE CONSIDERED**
- **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT**

How to Apply. Applications that do not comply with the below standards will not be considered:

- UNSCO Jobs page <https://unSCO.unmissions.org/jobs> includes all current Job Openings (JOs).
- Download a Personal History "P.11" form. **Any other form of application is not accepted.**
- Save your Personal History Form (P.11) and e-mail it to unSCO-va@un.org. All fields in P.11 form must be completed to the best of your knowledge.
- Attach copies of high school diploma and other relevant diplomas, certifications and/or drivers' license as indicated in the JO as a requirement or a desirable criteria.
- Include a written cover-page application.
- Indicate the JO number on the subject heading in your email.
- **Internal candidates** are required to attach two latest Performance Evaluation Documents. **External candidates and staff of other UN entities** are required to attach latest two Performance Evaluation Reports if applicable.
- Applications will be screened and evaluated against the specific criteria indicated in a particular JO, and your name may be put forward for that specific JO only.
- In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified accordingly.

United Nations Considerations

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity. All employment decisions are made on the basis of qualifications and organizational needs. The UN is committed to creating a diverse and inclusive environment of mutual respect. The UN recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The UN Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

The UN shall place 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. (Charter of the UNO - Chapter 3, article 8). The UN Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The UN is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

At your interview: To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations. More information on competency-based interviews at <https://careers.un.org>