

# United Nations International Residual Mechanism for Criminal Tribunals

Public Information Assistant, G-5

DEADLINE FOR APPLICATIONS	:	01 January 2019
DATE OF ISSUANCE	:	03 December 2018
OFFICE	:	Office of the Registrar
LOCATION	:	Arusha
VACANCY ANNOUNCEMENT	:	2018/IRMCT/REG/COMM/030-GS

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

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## Organizational setting and Reporting:

This position is located in the Office of the Registrar, International Residual Mechanism for Criminal Tribunals (Mechanism) Arusha branch Registry and will report to the External Relations Officer of the Mechanism in Arusha.

## Responsibilities:

- 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 exhibits; 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.
- Ensures availability and appropriate packaging of products for distribution at special events, exhibits, conferences, media functions, etc.
- 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.
- 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.

## Core 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.
  - **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.
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- **Planning and Organising** – 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.

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## QUALIFICATIONS

**Education:** High school diploma or equivalent.

**Experience:** Five years of experience in public communication, international broadcasting or related area.

**Language:** English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of French is desirable. Knowledge of Kinyarwanda is an asset.

**Assessment Method:**

There may be a technical test followed by a competency-based interview.

**Special Notice:**

The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

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## HOW TO APPLY:

### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the [recruitment@un.org](mailto:recruitment@un.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions.

### NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [recruitment@un.org](mailto:recruitment@un.org) in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions.
- 2) The appointment of the successful candidate will be on a local basis.

### NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

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