

# United Nations International Residual Mechanism for Criminal Tribunals

Appointment of the successful candidate to this position will be subject to funding availability

Public Information Assistant, G-5

DEADLINE FOR APPLICATIONS	:	08 January 2019
DATE OF ISSUANCE	:	10 December 2018
OFFICE	:	Registry/External Relations Office
LOCATION	:	Sarajevo
VACANCY ANNOUNCEMENT	:	2018/IRMCT/REG/ER/031-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 Sarajevo Office of the International Residual Mechanism for Criminal Tribunals (IRMCT). The incumbent will work under the direct supervision of the IRMCT Liaison Officer in Sarajevo, and under overall supervision of the IRMCT External Relations Officer in The Hague branch.

## Responsibilities:

The incumbent assists with practical and logistical arrangements. Filters media and public enquiries, assess the nature of requests and determining the best course of action to be undertaken. Provide journalists/researchers/general public with factual information and/or factual statements regarding the IRMCT. Assists Liaison Officer and the External Relations Officer in the discharge of their duties, including conducting research, drafting press releases, advisories, responses to media interview questions, proofreading and editing of public information material, reports and other content. Respond to a variety of inquiries and requests for information/documents from the press and other agencies. Assists in drafting and disseminating IRMCT specialized public information and communication products and services for the press and the general public. Assist in creating, updating and managing content for the social media channels, including YouTube, Twitter and Facebook. Seek opportunities to promote the work of the IRMCT and assist in developing of social media and media strategies and campaigns. Follow developments in all ongoing cases. Keep the mailing lists and forward planning events calendar up to date and plan activities accordingly. Coordinate important media and other public events, involving liaising with the media to provide advance notice of, and information on, upcoming briefings and special events and ascertaining coverage requirements. Prepare press clippings regarding the IRMCT and the region of the former Yugoslavia and disseminate internally as required. Supervise the work of interns. Provide general administrative support to the unit, including maintaining files and records and various databases. Perform other ad-hoc duties as requested.

## Core Competencies:

- **Professionalism:** Ability to produce first draft of various communication materials. Strong understanding of the functions of the work unit and of the organizational structure and respective roles of related units; knowledge of internal policies, processes and procedures generally and in particular those related to the communication, production and dissemination of public information. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. 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.
- **Teamwork –** Works collaboratively with colleagues to achieve organisational 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.

## QUALIFICATIONS

**Education:** High school diploma; demonstrated ability to use computer technology.

**Experience:** Minimum 5 years related administrative and/or specialized experience in a public communications environment.

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**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 Bosnian/Croatian/Serbian 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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