

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-6

DEADLINE FOR APPLICATIONS	:	08 January 2019
DATE OF ISSUANCE	:	10 December 2018
OFFICE	:	Registry/External Relations Office
LOCATION	:	The Hague
VACANCY ANNOUNCEMENT	:	2018/IRMCT/REG/ER/032-GS

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

Organizational setting and Reporting:

This position is located in the External Relations Office at the Hague Branch of the International Residual Mechanism for Criminal Tribunals (IRMCT), Registry. The incumbent will work under the supervision and direction of the Associate Public Information Officer, and under overall supervision of the External Relations Officer.

Responsibilities:

- The incumbent acts as researcher, drafter and coordinator for the production and update of variety of specialized public information material and thematic multimedia features posted on the social media and the ICTY Legacy and IRMCT websites.
 - Provides specialized assistance in the production and delivery of information communications products and services.
 - Researches a broad scope of information sources, printed and electronic; compiles and presents information for use in the preparation and production of communications products/services for external audiences.
 - Serves as an information focal point on IRMCT activities open to accredited press and coordinates media coverage of important events; compiles, produces and distributes to journalists basic information (e.g. The Media Alert) on the wide spectrum of IRMCT activities open to the press; briefs relevant parties on policies and procedures governing media coverage of the IRMCT, clearance/accreditation requirements, etc.; liaises with news and publications agencies, public relations firms, IRMCT photographers, etc. to provide advance notice of, and information on, upcoming meetings, briefings and special events and to ascertain coverage requirements; coordinates logistic and technical arrangements/requests and organizes and allocates space for visiting news, photo, TV and film.
 - Assists in organization of special events, coordinating with diverse partners and the media to highlight and publicize key events.
 - Oversees the distribution of audio and video materials; ensures the good management of the film/video archives, and the proper safekeeping/preservation of historical audio/visual materials.
 - Serves as the online marketing and promotion coordinator by overseeing the day-to-day marketing activities and working closely with the audio/visual webmaster to ensure successful branding techniques; undertakes proactive call and directs mail initiatives to build a client base and nurture relationships; produces a wide range of promotional products; and develops data collection mechanisms to gather data on the audience and end-users of IRMCT audio/visual products.
 - Assists in the production and editing of video/film projects or website projects; researches diverse print and electronic information sources for topics and materials for projects; suggests ideas on content, narration texts, audio excerpts, design elements, etc.; selects and catalogues sound/visual materials and evaluates quality for inclusion in productions, and obtains requisite clearances and copyrights; prepares detailed "shot lists" of video and film material; transcribes audio materials available only on audio format, etc.
 - Participates in planning and execution of taping of special events, such as press briefings, conferences, etc.; directs camera crews shooting on location; books editing suite time and schedules pre-production and post-production editing sessions; oversees digital audio editing of inserts and other recorded components of special video features; coordinates the narration, excerpts and music segments of scripts for final taping or broadcasting; produces scripts, cue cards, etc.; arranges for interviews and provides logistical support during filming; identifies and selects appropriate and relevant excerpts of speeches and statements for voice-over processing and language adaptations; coordinates translation/adaptation of scripts, the recording of narrations and the preparation of electronic titles and graphics, etc. Assists in the electronic dissemination of specialized public information material; prepares, maintains and updates web page, to include drafting and editing content; uploads/downloads audio files and maintains file structure.
 - 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; editing documents to conform to UN format, structure and style and 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.
 - Manages updates and further develops internal databases; update website; generates a variety of standard and non-standard statistical and other reports from various databases.
 - Provides guidance and training to interns and junior staff.
 - Performs other duties as assigned.
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Core Competencies:

- **Professionalism** – Ability to produce first draft of various communication materials. Strong understanding of the functions of the work of the 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.
- **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.

QUALIFICATIONS

Education: High school diploma or equivalent. The incumbent must be able to work in the public and respond well under pressure in a formal, international environment.

Experience: Minimum of 7 years of experience in public communications environment. Experience working for an international organisation and knowledge of the history of the conflicts in the former Yugoslavia preferable.

Language: English and French are the working languages of the Tribunal. 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.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 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 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) and forward electronically AS ONE DOCUMENT to the 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.
