

# UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Press Officer/Spokesperson, P-3

DEADLINE FOR APPLICATIONS	:	16 October 2019
DATE OF ISSUANCE	:	17 September 2019
OFFICE	:	Registry/ External Relations Office
LOCATION	:	The Hague
JOB OPENING NUMBER	:	19-PUB-RMT-123267-R-THE HAGUE ( R )

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

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## Organizational setting and Reporting:

The post is located in the External Relations Office of the International Residual Mechanism for Criminal Tribunals (IRMCT), The Hague Branch. The incumbent will work under the direct supervision of the External Relations Officer.

## Responsibilities:

- Acts as Spokesperson for the President, Chambers and the Registrar in The Hague, and subject to authorization of the President and/or Registrar, gives in-person or written on-the-record interviews to all media outlets and off-the-record background information.
- Builds a strong network of contacts, acts as focal point to media representatives and journalists
- Monitors Mechanism's external communication, judicial and other key developments and provides pertinent information to the public
- Responsible for preparing and issuing timely press releases, media briefings, announcements etc., as well as all other press and public information for The Hague branch, including through the Mechanism's website and social media channels. Issues and provides support in preparation of press releases and other public information materials by the Arusha branch.
- Assists in formulating and implementing the Mechanism's External Relations Strategy by identifying key messages to be promoted, target audiences and effective channels of communication, including social media platforms, evaluating the effectiveness of approaches chosen.
- Manages the internal communication platform (Tribunet) and updates its content.
- Manages the staff and the work flow of the Media Unit, The Hague Library and group visits programme, assigns and delegates work.
- Develop, edit and prepare media-friendly products, including public information material, brochures, newsletters, audio-visual and social media campaigns, information packets for the media etc. and create channels of dissemination.
- Provides policy guidance to senior management and staff on media strategy and prepares briefing notes for them in advance of interviews.
- Safeguards the integrity of the Mechanism's external relations strategy and communication policy.
- Monitors all media sources, ensures internal distribution of important articles or reports on the work of the Mechanism and responds to any misleading or incorrect reporting on the activities of the Mechanism.
- Manages media access to the Mechanism and organizes facilities for the media to report on the work of the Mechanism, both on a day-to-day basis and for high interest events.
- Organizes Mechanism's diplomatic briefings, conferences and other public events, including press conferences for the Mechanism's principals; organizes work missions for mechanism's senior officials to the region of the former Yugoslavia
- Represents the Mechanism in internal and external public speaking events, roundtables, seminars and conferences.
- Liaises with the representatives of the diplomatic corps, academia, non-governmental organizations, victim associations and other international organizations.
- Deputizes for the External Relations Officer in the discharge of his or her responsibilities, including substantive, administrative and personnel matters.

## Core 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.
  - **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.
  - **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.
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## MANAGERIAL COMPETENCIES

- **Leadership** – Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organisation. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

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## QUALIFICATIONS

### Education:

Advanced university degree in international studies (political studies, international relations, journalism, media/communications) or related field. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced degree.

### Experience:

A minimum of five (5) years of progressively responsible experience, preferably as journalist, spokesperson or public information officer in an international environment is required. Demonstrated ability to communicate effectively, both orally and in writing, and to interact with the media; experience in public speaking and presenting; and knowledge of using social media and managing new media and audio-visual publicity campaigns are also required.

### Language:

English and French are the working languages of the International Residual Mechanism for Criminal Tribunals. For the post advertised, fluency in oral and written English is required. Working knowledge of French and/or Bosnian/Croatian/Serbia would be considered an advantage.

### Assessment Method:

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

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### Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. 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. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

### 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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### No Fee:

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 BANK ACCOUNTS.

### United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual

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abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

## HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>

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