

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Associate Public Information Officer, P-2

DEADLINE FOR APPLICATIONS	:	29 September 2022
DATE OF ISSUANCE	:	31 August 2022
OFFICE	:	Registry/External Relations Office
LOCATION	:	Kigali
JOB OPENING NUMBER	:	22-PUB-RMT-189319-R-KIGALI (R)

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

Organizational setting and Reporting:

This position is located in the External Relations Office in the Kigali Field Office in the Registry of the International Residual Mechanism for Criminal Tribunals (Mechanism) and will report to the Officer in Charge, Arusha, Registry and the External Relations Officer, The Hague, Registry of the Mechanism.

Responsibilities:

- Under the immediate supervision of the External Relations Officer, develop and produce information communications products such as case information sheets, press releases, media packets and reports, brochures, briefings, annual reports, newsletters, etc.
- Drafts web communications such as web content and social media messaging; prepares posts for publishing and analyses performance
- Drafts or assists in the drafting of press releases, and speeches and statements
- Assist and review implementation of the Mechanism's communications strategy and the Mechanism's Outreach strategy. Assist to identify and develop strategic partnerships with key international constituencies, such as media, diplomatic, non-governmental and legal (including academic) communities, to elicit support for and maximise impact of promotional objectives. Assist to identify key contacts/constituencies, build upon existing and establish new strategic partnerships in Rwanda and the Great Lakes region. Assist to identify actions or initiatives for the Mechanism to increase awareness of, promote and highlight the institution's mandate and achievements, to safeguard and further its reputation, and to perpetuate its image. Assist to ensure accurate, timely and keen awareness among policy-makers of political trends, local conditions and public attitudes to the Mechanism.
- Track, research and analyze information on media, political and public attitudes to the Mechanism, as well as the political and judicial situation and media in Rwanda and the Great Lakes region. Gather information from diverse sources to evaluate the effectiveness of information campaigns. Monitor media and news and help to assess news value, political trends, local conditions and public attitudes relevant to the Mechanism. Assist the assessment of perceptions about the work of the Mechanism and help make recommendations for appropriate action.
- Organize the distribution of information material to target audiences.
- Oversee or participate in the organization of diplomatic meetings, conferences, seminars, press briefings, interviews, etc.
- Respond to a variety of inquiries and information requests internally and externally; prepare related correspondence.
- Perform other duties as assigned.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **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.

QUALIFICATIONS

Education:

Advanced university degree in journalism, public relations, communications or other related fields. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

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Experience:

Minimum of 2 years of progressively responsible experience in writing and publishing public information materials, preferably for an international organization. Demonstrated ability to communicate, both orally and in writing, and to interact with senior officials. Experience in/ knowledge of using social media and managing new media and audio-visual publicity campaigns is required.

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 Kinyarwanda is required. Knowledge of French is desirable.

Assessment Method:

There may be an assessment exercise for qualified candidates followed by a competency-based interview.

Special Notice:

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.

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Current UN staff at the GS and FS level who meet the eligibility requirements are exceptionally permitted to apply. If selected, certain conditions will apply. All offers of appointment are subject to budgetary approval.

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 is committed to creating a diverse and inclusive environment of mutual respect. The United Nations 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.

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.

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, sexual abuse, or sexual harassment, 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 abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

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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>
