

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

External Relations Officer, P-3

DEADLINE FOR APPLICATIONS	:	29 October 2021
DATE OF ISSUANCE	:	30 September 2021
OFFICE	:	Registry/ Office of the Registrar
LOCATION	:	Arusha
JOB OPENING NUMBER	:	21-PUB-RMT-164562-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Registry of the Arusha Branch of the International Residual Mechanism for Criminal Tribunals ("Mechanism"). The incumbent will report to the Officer-in-Charge, Registry.

RESPONSIBILITIES:

Under the authority of the President and the supervision of the Registrar, the incumbent will implement the Mechanism's public information and external relations activities. The incumbent will be the focal point for key external stakeholders; advise the President and Registrar on policy and strategy, as appropriate; monitor external communications of the Mechanism's Arusha Branch; and disseminate information about the Mechanism to the public in line with the Mechanism's institutional communication policy at the Arusha Branch. More specifically, the incumbent will:

- Ensure implementation of information programs to publicize priority issues and/or major events, to include drafting information strategies, coordinating efforts, monitoring and reporting on progress, taking appropriate follow-up action, and analyzing the outcome.
- Monitor and analyze current events, public opinion and press, identify issues and trends, and advise management on appropriate action/responses.
- Undertake activities to promote media coverage of priority issues and/or major events, to include development of a media strategy and action plan, initiating pro-active media outreach efforts, proposing and arranging press conferences/media coverage, disseminating materials and consulting with press on approach/story angle and other information requests, undertaking appropriate follow-up action and analyzing and reporting on the impact of coverage.
- Produce or oversee production of a specific type or types (e.g. print, broadcast, social media, etc.) of information communications products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio spot program, etc.), to include proposing topics, undertaking research, determining appropriate medium and target audience, preparing production plans, writing drafts, obtaining clearances and finalizing texts, editing copy, and coordinating design approval, printing procedures and distribution.
- Ensure that relevant information related to the political, economic or social development of the country of the duty station as well as information related to the functioning of the UN within the duty station is shared with local and international staff.
- Prepare, on the basis of official UN documentation and other sources, initial drafts of articles or chapters for inclusion in UN newsletters, periodicals, reports and books.
- Initiate and sustain professional relationships with key constituencies.
- Act as focal point on specific issues, monitoring and reporting on developments, responding to inquiries, etc.
- Participate in selecting the information transmitted to key constituencies.
- Provide guidance to, and supervise, junior staff within the External Relations Office at the Arusha branch.

Core Competencies:

- **Professionalism:** Ability to diplomatically handle sensitive situations. Excellent communication skills, including the ability to produce a variety of written communication products, to deliver oral presentations to various audiences as required, and to build and maintain effective business connections. Understanding of the mandate, operations, legal issues and decisions of the ICTY, ICTR and Mechanism. Demonstrated ability to formulate policy recommendations. Thorough knowledge of current affairs in Rwanda and the Great Lakes Region and of target audience attitudes towards the Mechanism. Knowledge of diverse communication approaches, tools and methodologies relevant to planning and executing effective campaigns and programmes. Ability to identify public affairs needs, opportunities and risks. Experience in drafting of project proposals, fundraising and donor relations would be an asset. 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. 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.
- **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

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

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.

MANAGERIAL COMPETENCIES

- **Vision** – Identifies strategic issues, opportunities and risks. Clearly communicates links between the Organisations' strategy and the work units' goals. Generates and communicates broad and compelling organisational direction, inspiring others to pursue that same direction. Conveys enthusiasm about future possibilities.
- **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.

QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in law, communications, journalism, public relations, international relations, political science, 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 university degree.

Experience:

Minimum of 5 years of progressively responsible relevant professional experience in external relations, international affairs, public information and/or media. The following is desirable: considerable experience working on the ground with diplomatic and external relations matters in an African context; knowledge of operations and decisions of international tribunals; experience in dealing with a varied audience, such as government representatives, media and local communities.

Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French, Kinyarwanda and/or Kiswahili 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. 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.

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

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

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.

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>
