

UNITED NATIONS INTERNATIONAL RESIDUAL MECHANISM FOR CRIMINAL TRIBUNALS

Public Information Officer, P-3

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| DEADLINE FOR APPLICATIONS | : | 06 October 2023 |
| DATE OF ISSUANCE | : | 07 September 2023 |
| OFFICE | : | Registry/ External Relations Office |
| LOCATION | : | The Hague |
| JOB OPENING NUMBER | : | 23-PUB-IRMCT/HAGUE/REGISTRY/IOR/COMM-217701-R- THE HAGUE (X) |

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

Organizational setting and Reporting:

This position 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:

- Ensures implementation of the Mechanism Information Programme for Affected Communities' (MIP) to include day-to-day managing of the MIP, planning and implementing information strategies, coordinating efforts, monitoring and reporting on progress, taking appropriate follow-up action, and analyzing the outcome.
- Undertakes activities to promote the MIP activities (e.g. social media campaigns, interviews, press seminars and other special activities) of priority issues and/or major events, to include development of a social media and media strategy and action plan, initiating pro-active outreach efforts, proposing and arranging 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.
- Produces or oversees production of a specific type or types (e.g. print, broadcast, etc.) of information communications products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, 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.
- Prepares, 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.
- Initiates and sustains professional relationships with key constituencies (such as governments, NGOs, donors, etc.).
- Acts as focal point internally and externally on all related MIP specific issues, monitoring and reporting on developments, responding to inquiries, etc.
- Participates in selecting the information transmitted to key constituencies and fulfils speaking engagements on Mechanism work and activities, and advocates issues of concern.
- Develops the necessary strategic documents concerning MIP planning and implementation, such as policy papers, concept notes, etc.
- Manages the MIP budget and facilitates budget approvals and revision processes as per Mechanism policies and procedures.
- Provides guidance to and supervise MIP staff.

Core Competencies:

- **Professionalism:** Outstanding knowledge of project management, implementation procedures, creation of work plans and progress and project reports. Good understanding of approaches, tools and methodologies related to planning, executing and monitoring communications campaigns. Demonstrated skills in strategic planning, communication and resource mobilization skills, including the ability to persuasively express section and institutional goals in project proposals. Proven excellence in written and oral presentation skills. Strong team building and personnel management skills. Will be expected to demonstrate a high degree of self-reliance and motivation working to a significant degree without close supervision. 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. 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 & Organizing:** 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.
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Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

QUALIFICATIONS

Education:

Advanced university degree (master's degree or equivalent) in communication, journalism, international relations, humanities or related field. A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- Minimum of five years (5) of progressively responsible experience in public information, journalism, international relations, or related area is required.
- Experience with the UN, ICTY, IRMCT or other international organisation is desirable.
- Experience in planning and implementation of programmes is desirable
- Experience managing audit requirements for EU-funded grants is desirable.
- Experience in fundraising with EU and other high-level donors is desirable.
- Experience applying United Nations or similar international organizations rules and guidelines related to project management and financial expenditures is desirable.
- Experience in the management and monitoring of external and internal communication projects is desirable.

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 (BCS) is desirable.

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be 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.

Appointment or assignment against this position is for an initial period of one year. The appointment or assignment and renewal thereof are subject to the availability of the post or funds, budgetary approval or extension of the mandate.

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

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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>
