



**United Nations Interim Administration Mission in Kosovo**  
**RECRUITMENT UNIT**  
**Human Resources Section**

**Job Opening – *Internal/External***

<b>Job Opening #: MIK (N)19-003</b>	<b>Deadline: 28 February 2019</b>
<b>Post Title: Public Information Assistant</b>	<b>Level: GL-5</b>
<b>Organizational Unit: UN Office in Belgrade</b>	<b>Location: Belgrade</b>
<p><b>UNMIK invites qualified internal applicants and as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).</b></p> <p><b>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed</u> will receive an acknowledgement within six weeks from the deadline for submission of applications.</b></p> <p style="text-align: center;"><i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

**DUTIES AND RESPONSIBILITIES:**

This position is located in the United Nations Office in Belgrade (UNOB). The incumbent reports to the Political Affairs Reporting Officer under the general guidance of the Representative of the Secretary-General (RSG)/Head of Office:

Within delegated authority, the Public Information Assistant is responsible for the following duties:

- Monitors TV, radio, daily newspapers, weekly news magazines and electronic media in Bosnia-Herzegovina, Croatia, Montenegro, FYR of Macedonia and Albania, for news reports on the political and security situation in those countries, as well as on matters related to Serbia, Kosovo, EU enlargement in the Western Balkans, as well as other relevant regional social, economic and legal developments of interest to UNOB.
- Assists in monitoring TV, radio, daily newspapers, weekly news magazines and electronic media in Serbia proper on Kosovo, UNMIK, Serbia's EU accession processes, its foreign affairs, as well as other relevant social, economic and legal developments of interest to UNOB.
- Translates from local languages and summarizes in English selected news reports produced in Serbia proper, Bosnia-Herzegovina, Croatia, Montenegro, FYR of Macedonia.
- Contributes to the preparation of the regional segment of UNOB's Morning Media Highlights product, which is a compilation of relevant news reports produced in Serbia proper, Bosnia-Herzegovina, Croatia, Montenegro, FYR of Macedonia and Albania, related to developments in the Western Balkan region.
- Contributes to the preparation of the regional segment of UNOB's Daily Media Highlights product, which is a compilation of relevant news reports produced in Serbia proper, Bosnia-Herzegovina, Croatia, Montenegro, FYR of Macedonia and Albania, related to developments in the Western Balkan region.
- Identifies and relates to UNOB's Political Analysis Team (PAT) key developments in political, social and security areas pertinent to UNOB's mandate.
- Maintains a high degree of situational awareness and understanding of events, developments and trends in the region, including through effective monitoring and information-gathering, using both formal and informal contacts in various spheres.

- Contributes to the preparation of various analytical and background materials by the PAT, through performing data searches and information processing based on a wide range of information sources and contacts.
- Furnishes UNOB leadership and the PAT with up-to-date summaries, in the form of Morning Media Highlights, of key political, social and security developments based on media publications and official press releases by national and regional institutions, which serve as a base for the daily/weekly reporting of the political team.
- Monitors the publications of regional/international think-tanks and local NGOs on the Western Balkans.
- Translates selected news reports for the supervisor, UNOB leadership and for UNMIK, if required.
- Assists in managing media aspects related to meetings of the RSG/ Head of UNOB with high-level officials in the host country and the region, visits to Serbia by high-level UN officials and events.
- Assists in formulating public relations strategies.
- Adequately covers the workload of the peer Public Information Assistant when the incumbent is on annual leave or away from the office.
- Researches, compiles and presents basic information for use in the preparation and production of communication products/services.
- Prepares profiles/biographies of key local/regional officials, as well as country profiles, and regularly updates them.
- Assists in covering the RSG's and UNOB's activities via social media and managing UNOB social media accounts.
- Performs the function of a photographer during the RSG's official/protocol functions and visits of high-level UN officials to Belgrade.
- Performs other duties as assigned.

## **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; 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 audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

## **QUALIFICATIONS AND EXPERIENCE**

**Education:** High school diploma, certificate or equivalent. University diploma is highly desirable

**Experience:** Minimum five years of experience in public information is required.

- Good writing, editorial and analytical skills, adequate computer literacy;
- Working experience in media, of which some in an international environment;
- Proven familiarity with the media scene in Serbia and the region;
- Good knowledge of the political and social situation in Serbia, Bosnia-Herzegovina, Croatia, Montenegro, FYR of Macedonia and Albania;
- Experience in translating press material;
- Experience in creating and implementing communication and visibility strategies;

**LANGUAGES:**

French and English are the working languages of the UN Secretariat. For this post, fluency in English (both oral and written) is required; Excellent written and oral communication skills in Serbo-Croat.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 19-003](#) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo,

Fax No: +381-38-504604 ext 5848

E-mail to [unmik-recruitment@un.org](mailto:unmik-recruitment@un.org)

*The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post.*

