



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

Job Opening – *Internal/External*

Job Opening #: MIK (N)19-005	Deadline: 28 February 2019
Post Title: Public Information Assistant	Level: GL-6
Organizational Unit: Office of Strategic Communications and Public Affairs (OSCPA)	Location: Pristina
<p>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).</p> <p>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. <i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

DUTIES AND RESPONSIBILITIES:

Within delegated authority and depending on location, the Public Information Assistant may be responsible for the following duties:

- Provides specialized assistance in the production and delivery of information communications products and services both internally and externally to best serve the mandate of the mission.
- Evaluates, researches, interprets, adapts and select course of action from many open alternatives, mainly news reports in all formats and on all platforms, newspapers, online media, television, radio and social media; independently and autonomously compile and present information for use in the preparation and production of communications products/services in the format of two daily media monitoring newsletters.
- Work serves diverse range of beneficiaries, including all components of the mission (staff/management), external stakeholders, as well UN Agencies as part of the Integrated Strategic Framework.
- Provides specialized media monitoring (roundups, analysis) on thematic issues in support of various Mission component needs, the Mission's Youth and Gender strategy, and the Integrated Strategic Framework agreement with UN Kosovo team and agencies.

- Contributes to digital communications operations of the office; Drafts, compiles and publishes content on the Mission's digital communications platforms. (Facebook, Twitter, website); maintains and ensures the technical quality of UNMIK digital platforms
- Takes photos and film activities and events of the mission and the mission leadership official meetings; Produces multimedia packages; Independently works and manages production and editing of video/film projects, radio programmes, or website projects: researches diverse print and electronic information sources for topics and materials for projects; suggests ideas on content, narration texts, audio excerpts, design elements, etc.; selects and catalogues sound/ visual materials and evaluates quality for inclusion in productions, and obtains requisite clearances and copyrights; prepares detailed “shot lists” of video and film material; transcribes audio materials available only on audio format, etc.
- Creates visual concepts, graphic designs, infographics, and branding using Adobe Creative Suite; develops the overall layout and production design for UNMIK activities and messages both internal and external to support the mandate of the mission; Designs posters, leaflets and cards
- Contributes to the office Media landscape analysis; Keeps monitoring the changes and developments in the media landscape in Kosovo; Updates the media landscape analysis document co-authored by teammates. Advises the Office chief with the new developments and trends in media, and how to process media inquiries; Assists OSCP chief in drafting press statements.
- Supports organizing and executing special events such as conferences, panel discussions and screenings; contributes to outreach public information activities of the Mission, coordinating with diverse partners and the media to highlight and publicize key events;
- Contributes to the coverage of security council quarterly sessions on Kosovo such as provide translation and translation updates of the press release of SRSB's statement at the quarterly SC session, live tweeting the statement, updating the mission's digital communications platforms, monitors, translates and distributes media coverage of the UNSC session, SRSB's statement, and SG report.
- Researches of a broad scope of information sources, interpreting, evaluating, selecting, summarizing, translating and compiling the most relevant news stories of the day, opinion pieces, surveys and research papers on mandate-related topics in lines with the Mission leadership's vision (in particular, political developments, human rights, rule of law, communities, reconciliation and gender), as well as media coverage of the Mission activities.
- Independently compiles, publishes and distributes content on the Mission's media monitoring website and the daily morning and afternoon editions of the Mission's public newsletter

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.

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.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required.

Experience: Seven years of experience in public information, communications, international broadcasting or related area is required. Proven experience in working knowledge of Adobe Creative Suite, WordPress and Drupal are required. Proven experience of at least three years in graphic design and two years of multimedia production (photography, filming and digital video production) is required. Professional experience within the international community and organizations is desirable.

Languages:

French and English are the working languages of the UN Secretariat. For this post, fluency in English (both oral and written) is required; Fluency in oral and written Albanian is required. Knowledge of Serbian language is desirable.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 19-005](#) 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

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.