



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

Job Opening – *Internal/External*

Job opening #: MIK (N)17-001	Deadline: 24 January 2017
Post Title: Public Information Assistant	Level: GL-6
Organizational Unit: Office of the Strategic Communications and Public Affairs	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 will receive an acknowledgement within six weeks from the deadline for submission of applications.</u></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:

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

- Monitoring of Serbian language media platforms including print, online, radio, TV and social media networks. Provide summaries, analysis, and English translation of relevant articles for the information of UNMIK personnel.
- Researches a broad scope of information sources, printed and electronic; compile and present information for use in the preparation and production of communications products/services for external audiences.
- Provides specialized assistance in the production and delivery of information communications products and services.
- Organizes and executes special events, coordinating with diverse partners and the media to highlight and publicize key events.
- Oversees the distribution of audio and video materials; ensures the good management of the film/video archives, and the proper safekeeping/preservation of historical audio/visual materials.
- Working closely with the audio/visual webmaster to ensure successful branding techniques; undertakes proactive call and directs mail initiatives to build a client base and nurture relationships; assist in the production of promotional products; and develops data collection mechanisms to gather data on the audience and end-users of UN audio/visual products.
- Performs other duties as assigned.

COMPETENCIES:

- **Professionalism:** Knowledge of internal policies, processes and procedures related to the communication, production and dissemination of public information. Ability to research and gather information from a variety of sources. 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 audience; demonstrates openness in sharing information and keeping people informed.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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: Completion of secondary/high school education with confirmed diploma.

Experience: At least seven years of experience in public communication, broadcasting, information management, analysis, activities oversight, outreach or related area. Professional experience within the international community and organizations is desirable.

LANGUAGES: For the post advertised, fluency in oral and written Serbian and English is required. Knowledge of Albanian and other local languages is an advantage.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 17-001](#) 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.