



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

Job Opening – *Internal/External*

Job Opening #: MIK (N)17-005	Deadline: 31 March 2017
Post Title: Associate Public Information Officer	Level: NO -B
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 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:

Organizational Setting and Reporting Relationships: This position is located in the Office of Strategic Communications and Public Affairs (OSCPA) in the United Nations Interim Administration Mission in Kosovo (UNMIK). The incumbent will report to the Head of SCPA.

Responsibilities: Within delegated authority, the National Professional Officer/Associate Public Information Officer will be responsible for the following duties:

- Tracks, researches and analyzes information on assigned topics/issues; gathers information from diverse sources and helps to assess news value and other potential impact, as well as to evaluate the effectiveness of information campaigns.
- Designs and maintains official Mission web site, Intranet and social media platforms; uploads documents, video, audio, images and graphics to internal and external web portals.
- Initiates and develops new programming and public service announcements for Mission's official radio station; ensures maintenance and continuous functioning of radio station and all other technical equipment, in close collaboration with the Mission's Communications and Information Technology Section; conducts radio interviews for broadcast.
- Serves as photographer and responds to requests from senior officials for photo, video and audio coverage of meetings and/or events.
- Drafts/compiles informational and communications products for target audiences, to include press releases, media packets and reports, brochures, briefings, video clips, newsletters, websites, etc.

- Organizes the clearance, production and distribution of information material; conducts photo and graphic research.
- In consultation with others, including UN partners, identifies and proposes information opportunities, activities and approaches, taking into account the situation/topic and target audience.
- Identifies key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintains working relationships with the same.
- Organizes or participates in the organization of conferences, seminar, press briefings, interviews, etc.; prepares briefing materials for senior officials prior to their participation in such events.
- Responds to a variety of inquires and information requests internally and externally; prepares related correspondence.
- Performs other duties as assigned

COMPETENCIES:

- **Professionalism:** Ability to plan, execute and monitor public communication campaigns, e.g. campaign management, market research, message targeting, impact evaluation. Ability to research and analyze issues and topics related to current events. Ability to produce effective radio programming and use new technology, including social media, to communicate Mission messages, both internally and externally. Ability to interact with the public to build and maintain effective connections. 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.
- **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.

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree in communication, journalism, international relations, social science or related field. A first level university degree with two additional years of relevant experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of four years of progressively responsible experience in public information, journalism, international relations, or related area (if candidate holds Bachelors degree). Experience with multimedia, including radio and/or video production, and web design is highly desirable.

LANGUAGES:

Fluency in English (both oral and written) is required; knowledge of Albanian or Serbian is required.

Completed detailed application documentation as specified above referring to [Job Opening No. MIK \(N\) 17-005](#) should be forwarded to the attention of Civilian Personnel Section by mail, fax or email to the following addresses:

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

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.