



**UNITED NATIONS ASSISTANCE MISSION IN SOMALIA
(UNSOM)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS**

FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	22 SEPTEMBER 2020
DATE OF ISSUANCE	:	24 AUGUST 2020
FUNCTIONAL TITLE	:	ASSISTANT PUBLIC INFORMATION OFFICER
LEVEL	:	NO-A
SECTION	:	STRATEGIC COMMUNICATIONS AND PUBLIC AFFAIRS GROUP
LOCATION	:	MOGADISHU
DURATION OF CONTRACT	:	ONE (1) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UNSOM/SCPAG/021/2020

Special Notice

This position is funded for an initial period of one year. Extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is based in the Strategic Communications and Public Affairs Group (SCPAG) within the United Nations Assistance Mission in Somalia (UNSOM), in Mogadishu. The Assistant Public Information Officer at this level reports to the Public Information Officer and is under the overall management of the Chief of SCPAG.

Responsibilities:

Within delegated authority, the Assistant Public Information Officer will be responsible for the following duties:

1. Supports the implementation of the Mission's communication strategy:
 - a) Contributes to the day-to-day communications plan by preparing drafts of press releases, feature stories, social media posts, communication plans, reports, briefings, radio programming, etc.
 - b) Supports the organization of events and activities (both traditional and digital), such as conferences, press briefings by UNSOM staff and senior officials of the UN system in Somalia and elsewhere, interviews, social media campaigns, etc. Assists in the preparation of briefing materials for senior officials in such events.
 - c) Coordinates with colleagues and partners (e.g. UN system counterparts in Somalia) to gather and disseminate information on assigned topics/issues, collects information from diverse sources to prepare background materials and update communication products including factsheets, presentations, reports, etc.
2. Supports the coordinates outreach to partners such as local media, civil society organisations, government and national NGOs:
 - d) Drafts and disseminates information about the Mission, its aims and activities and supports outreach activities.
 - e) Develops partnerships with key national constituencies by proactively sharing content and working closely with national partners to raise visibility and understanding of the Mission's work.

- f) Builds capacity and provides support to local media and partners through regular contact and by helping organize specialized training to address knowledge, awareness and skill gaps.
3. Supports effective coordination and external relations:
 - g) Responds to a variety of inquiries and information requests, internal and external, and subsequently assists in the preparation of related correspondence and updates to facilitate exchange of information, where required, under the guidance of supervisors;
 - h) Edits and ensures the consistency of official documentation and presentations in terms of formatting and grammar. Assists with translation needs;
 - i) Acts as coordinator on specific issues/special projects, as requested.
 4. Monitoring of media and public opinion trends:
 - j) Monitors local, regional and international media, as well as public opinion on social media, and produces regular monitoring and analysis reports for both. Assists in identifying and alerting senior SCPAG colleagues on issues and trends, and helps to prepare notes to management on appropriate action/responses.
 5. Provides continuous technical support to UNSOM digital communications platforms, including maintenance of the UNSOM Somali webpage, selection and provision of imagery that is culturally and politically sensitive, and in line with UN values and principles, in English and Somali.
 6. 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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Team Work: 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.

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.

Qualifications:

Education: A first-level university degree in communication, journalism, international relations, public administration or related field.

Experience: A minimum of two years of progressively responsible experience in public information, journalism, international relations, public administration or related area. Knowledge of general office and administrative policies, processes and procedures are desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required.

Other Skills: Proficiency in Office Suite, Internet and social media platforms.

Assessment

Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Additional Information:

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to seven years. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History Profile (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>**. Applications submitted after the deadline **22 September 2020** will not be accepted. **Curriculum Vitae (CVs) will not be accepted**. Only shortlisted candidates will be contacted. **FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

Email: recruitment-unsoa@un.org

Kindly attach a copy of PHP, all relevant academic certificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

The United Nations shall place 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 DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).