



UNITED NATIONS ASSISTANCE MISSION IN SOMALIA

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:	04 APRIL 2016
DATE OF ISSUANCE:	05 MARCH 2016
FUNCTIONAL TITLE:	ASSISTANT PUBLIC INFORMATION OFFICER
LEVEL:	NO-A
SECTIONS UNIT:	STRATEGIC COMMUNICATIONS AND PUBLIC AFFAIRS GROUP (SCPAG)
LOCATION:	BAIDOA
DURATION OF CONTRACT:	ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER:	UNSOM/SCPAG/018/2016

Special Notice

This position is funded for an initial period of one year and may be subject to extension. 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. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. 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 UNSOS/UNSOM 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 located in the UNSOM Strategic Communications and Public Affairs Group (SCPAG). This position is located in the UNSOM Strategic Communications and Public Affairs Group (SCPAG). Under the guidance of the Chief of SCPAG and the direct supervision of the Head of Office in Baidoa.

Responsibilities:

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

1. Coordinates outreach to local media, civil society organizations, Government and National NGOs and builds capacity:

- Drafts and disseminates information especially to local media and organizations about the Mission, its aims and activities and supports outreach activities;
- Develops partnerships with key national constituencies by proactively sharing work plan and content and working closely with national partners to raise visibility and understanding of the Mission's work;
- Monitors and analyzes current events, public opinion and press; identifies issues and trends in country, and helps to prepare notes to management on appropriate action/responses;
- Builds capacity and provides support to local media and partners through regular contact and by organizing specialized training to address knowledge, awareness and skill gaps.

2. Supports the implementation of the Mission's communication strategy:

- Contributes to the day-to-day communications plan by assisting to prepare, on the basis of official UN documentation and other sources, drafts of press releases, feature stories, social media posts, communication plans, reports, briefings, etc.;
- Supports the organization of events and activities (both traditional and digital) such as conferences, press briefings by UNSOM staff and visitors, interviews, social media campaigns, etc. Assists in the preparation of briefing materials for senior officials in such events;
- Coordinates with colleagues and partners 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.

3. Supports effective coordination and external relations:

- Responds to a variety of enquiries and information requests internally and externally and subsequently prepares related correspondence and updates to facilitate exchange of information between the Mission and HQ under the guidance of the supervisor;
 - Edits and ensures the consistency of official documentation and presentations in terms of formatting and grammar. Assist with translation needs;
 - Acts as coordinator on specific issues/special projects as requested.
- Provides support to internal communications:
 - Drafts copy for reports, newsletters, and other materials of interest to internal audiences;
 - Prepares a fortnightly report to reflect Public Information activities conducted, progress made and constraints faced and recommendations for way forward.
 - Monitor local media and write media monitoring reports. Collect and collate daily situational report from region/locations under his/her responsibility.
 - Provide continuous technical support to the UNSOM digital platforms including provision of photographs. Provide technical support for other new media activities such as social networks and microblogs in English and Somali language.
 - 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.

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:

Education: Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of one to two years of progressively responsible experience in public information, journalism, international relations, public administration or related area.

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

Assessment: Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

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

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <http://www.unon.org/>. Applications submitted after the deadline **04 April 2016** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

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).