



# UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UN SOM)



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:** 27 July 2016  
**DATE OF ISSUANCE:** 13 July 2016  
**FUNCTIONAL TITLE:** ASSOCIATE ELECTORAL OFFICER (PUBLIC OUTREACH AND MEDIA RELATIONS)  
**LEVEL:** NO-B  
**SECTION:** INTEGRATED ELECTORAL SUPPORT OFFICE (IESG)  
**LOCATION:** MOGADISHU  
**DURATION OF CONTRACT:** ONE (1) YEAR FIXED TERM  
**VACANCY ANNOUNCEMENT NUMBER :** UNSOM/ELEC/046/2016

#### Special Notice

This position is based in Mogadishu and 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 relation to this 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:

The Associate Electoral Officer (Public Outreach and Media Relations) will work under the supervision of the Public Outreach and Media Relations Adviser.

#### Responsibilities:

Within delegated authority, incumbent will be responsible for the following duties:

- Assists in developing public outreach, information and communication campaigns
- Supports the Public Outreach and Media Relations Adviser and the UN's Integrated Electoral Support Group (IESG) in providing guidance and assistance to the National Independent Electoral Commission and the Ministry of Interior and Federal Affairs and other government officials, as well as UN partners involved in electoral processes.
- Identifies and proposes information dissemination opportunities, activities and approaches, taking into account the situation/topic and target audience
- Contributes to public outreach capacity building of counterpart(s) in the national electoral authorities
- Gathers information from diverse sources (media and others) and helps to assess news value and other potential impact on electoral processes and tracks, researches and analyzes information on assigned topics and issues
- Drafts, compiles and or translates specific types (e.g. print, broadcast, etc) of information communications products for target audiences, such as press releases, media packets and reports, brochures, briefings, video clips, newsletters, websites and social media) monitors the local and international media for stories related to electoral or political developments in Somalia.
- Provides periodic reports on public outreach activities in a timely manner
- Implements planned activities in a timely manner
- Assists with the monitoring and evaluation of the effectiveness of information campaigns
- Provides translations as appropriate
- Participates in the production of radio and television products and services (PSAs, radio and television dramas, etc)
- Prepares initial drafts of articles for inclusion in newsletters, periodicals and reports in consultation with stakeholders in the electoral process organizes and participates in conferences, seminars, briefings, interviews in support of the NIEC and MOIFA and other officials
- Promotes integration of gender matters in public outreach and media activities
- Performs other duties as required.

#### Competencies:

**Professionalism:** Sound organizational skills and the ability to manage a large volume of work in an efficient and timely manner; the ability to work in a difficult operational environment would be an asset. Good interpersonal and communications skills, including the ability to establish and maintain productive partnerships with target audience (s); the ability to work harmoniously with people from diverse cultural and ethnic backgrounds. 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.

**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.

**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:

**Education:** Advanced university degree (Master's degree or equivalent) in Political Science, International Relations, Law, Public Administration, or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

**Experience:** A minimum of two (02) years of progressively responsible experience in elections and related areas; experience in electoral administration and systems in at least one country is required. United Nations electoral field experience in a peacekeeping operation and/or UN agency is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Somali (both oral and written) is required. Knowledge of another UN official language is an advantage.

**Other:** Computer Skills, proficiency in MS Office (MS Word, Power Point), Photo Shop

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

#### 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 <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **27 July 2016** will not be accepted. CVs will not be accepted.

Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Kindly attach a copy of P11, Degree Certificate, NISA Certificate, CID Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility.**

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).