

Posting Title : Assistant Public Information Officer, NOA

Job Code Title : Assistant Public Information Officer

Department/ Office : United Nations Support Mission in Libya

Location : TRIPOLI (LIBYA)

Posting Period : 23 June 2022-7 July 2022

Job Opening number : 22-Public Information-UNSMIL-184471-R-TRIPOLI (LIBYA) (M)

Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

This post is located within the Public Information and Communication Section of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Public Information officer. On 29 April 2022, the Security Council, by its resolution 2629 (2022) renewed the mandate of the United Nations Support Mission in Libya (UNSMIL) through 31 July 2022, by roll-over of its resolutions 2542 (2020) of 15 September 2020, 2570 (2021) of 16 April 2021 and 2599 (2021) of 30 September 2021. The Security Council, in resolution 2542 (2020), tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organizations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. On 16 April 2021, the Security Council, through

resolution 2570 (2021), tasked UNSMIL to provide support to the Libyan-led and Libyan owned ceasefire monitoring mechanism including through the facilitation of confidence building measures and the scalable and incremental deployment of UNSMIL ceasefire monitors.

## **Responsibilities**

Within delegated authority, the Assistant Public Information Officer may 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; 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; 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; 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 communication plan by assisting to prepare, based on official UN documentation and other sources, drafts of press releases, feature stories, social media posts, communication plans, reports briefings, digital media, etc; Ensures regular updates to the website by drafting content and timely updates in line with supervisor's guidance. Drafts web-based products that adhere to the common field-based websites approach and brand guidelines; Monitors discussions of relevance to the Mission and all its components on social media platforms and report about the trending discourses with the recommended actions; Increases social media presence on strategic platforms and implements digital campaigns for events of importance; Supports the organization of events and activities (both in-person and virtual) such as conferences, press briefings, interviews, social media campaigns, etc. Assist 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 fact sheets, presentations, reports, etc.
- 3- Supports effective coordination and external relations: Supports the Head of Section in providing responses 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; Acts as coordinator on specific issues/special projects as requested.
- 4- Provides support to internal communications: Drafts copy for reports, newsletters, and other materials of interest to internal audiences.
- 5- 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 the audience; Demonstrates openness in sharing information and keeping people informed. Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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.

## **Education**

First level university degree in communication, journalism, international relations, public administration or related field.

## **Job Specific Qualifications**

## **Work Experience**

A minimum of one to two years of progressively responsible experience in public information, journalism, international relations, website development and management, digital media, social media monitoring and analysis is required. Knowledge of use of Information Technology and multimedia skills, including graphic design, photography, audio and video editing and production, is required. Knowledge of animation is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in both English and Arabic is required.

## **Assessment**

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

### **Special Notice**

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment. Candidates for the National Professional Officer category shall be of the nationality of the country where this position is located. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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 Secretariat is a non-smoking environment. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all

instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.