



Job Opening
Associate Public Information Officer
UNSMIL-NOB-JO001/2019

Title:	Associate Public Information Officer
Level/type:	NO-B / Fixed-Term Appointment
Duty Station:	Tripoli, Libya
Section:	Public Information and Communication Unit – PICU
Number of Positions	One (1)
Date of Issue:	01 August 2019
Deadline for applications:	15 August 2019

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site:

<https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. **The application** MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-NOB-JO001/2019)

ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Public Information and Communication Unit 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 Senior Public Information Officer.

UNSMIL's mandate as renewed in SC resolution 2434 of 13 September 2018 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.

**JOB DESCRIPTION:**

The incumbent contributes to guidance and services in dealing with substantive matters concerning public information aimed at local audiences. S/he assists in developing and implementing a creative approach to major national communications campaigns and ensures effective design and delivery of information products that are appropriate to the country's context and are in accordance with overall objectives and policies. S/he forms partnerships with relevant local parties involved to strengthen support for and advance the institution's public information agenda in the Country.

Within the limit of the delegated authority, the incumbent will be responsible of the following tasks:

1. News and social media monitoring

- a) Produces and disseminates information especially to local media and organizations about the Mission, its aims and activities and supports outreach activities and assists in interactions in local language(s); Draft daily news headlines and media reviews under the guidance and the supervision of the News and Media unit.
- b) Monitor the social media for developments and trends and draft social media analysis.
- c) 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.
- d) Contributes to reports to Mission leadership and UNHQ on communications activities, developments, trends and attitudes regarding the UN.

2. Draft communications products and content in local language(s) and update the Mission's digital media platforms.

- a) Drafts a diverse range of communication products in both English and Arabic languages, including social media posts, statements, media advisories etc. Contribute to designing and implementing media and digital media campaigns.
- b) Drafts human interest stories for local and international audiences and produces digital content for the Mission's social media platforms.
- c) Keeps abreast of changing developments, trends and political development in the Country; provides communication support to managers, senior officers and other public information staff on a range of public affairs issues, methods, and approaches;
- d) Contributes to reports to Mission leadership, on communications activities, developments, trends and attitudes regarding the UN; and coordinates and shares public information activities and guidance with other sections of the Public Information Unit and leadership when appropriate.



3. Provides support to internal communications
 - a) Drafts copy for reports, newsletters, and other materials of interest to internal audiences.
 - b) Handles the website administration and updates as well as posting on the social media platforms.
4. Contributes to building communication capacity with national partners and strengthens local partnerships
 - a) Contributes to building capacity and serves as focal point on local capacity building including supporting local media and partners through regular contact and organizing specialized training to address knowledge, awareness and skill gaps.
 - b) Contribute to developing strategic partnerships with key constituencies to elicit support for and maximize impact of public information objectives; raises visibility of the Mission by organizing and/or participating in seminars, lectures, conferences, public events on major issues and events concerning the organization.
5. Performs other duties as assign

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.

Planning and 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.

Technological Awareness: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology

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 of two (2) more years in addition to the required years of experience may be accepted in lieu of the advanced university degree.



Work Experience: A minimum of two (2) years of progressively responsible experience in public information, journalism, international relations, public administration or related area is required. Experience in events management and organization, including forums and themed conferences is desirable. Relevant experience with United Nations Secretariat or UN Common System Organization (including Agencies, Funds and Programmes) and/or similar international organization is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised. Fluency in English and Arabic is required

ASSESSMENT:

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

SPECIAL NOTICE:

Recruitment in the National Professional category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

ADDITIONAL INFORMATION:

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.