



**Individual Contractor (IC) Opening for One (01) Public Information Assistant
 UNSMIL-IC-3-12/2017 (Open for 07 days)**

Title:	Public Information Assistant
Level:	GS-3
Duty Station:	Tripoli
Section:	Public Information and Communications Section
Date of Issue:	07 July 2017
Deadline for applications:	15 July 2017

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11) obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc</p>
	<p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to divinep@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC-3-12/2017)</p>
Job Description:	<p>Under the supervision of the Public Information Officer, and within delegated authority, the IC will be responsible for the following duties:</p> <ul style="list-style-type: none"> • Assists in monitoring news related to Libya – on traditional and social media - and provides daily news briefs for senior management; • Supports in providing English summaries for important news articles produced in Arabic; • Assists in providing timely written translations from Arabic to English and vice versa for the work of the PIO, including articles/reports/press statements/speeches and other documents as needed; • Assists in social media content drafting and posting for all UNSMIL social media platforms in both Arabic and English; • Assists in monitoring engagement and discussion on UNSMIL Social Media Platforms; • Assists the PIO in covering the Mission and other UNCT events and providing articles for UNSMIL's Arabic and English websites; • Serves as photographic assistant by producing digital photos, and writing captions for UNSMIL photos; • Provides general office support; responds to information requests and inquiries; processes and drafts correspondence; sets up and maintains files/records; organizes meetings. <p>Results Expected: Provides reliable office support services and specialized assistance in media monitoring and the production of daily news briefs; ensures all</p>



	communication products are produced in English and Arabic; provides content for online platforms; enhances engagement with Libyan public
Competencies:	Professionalism: Demonstrates ability to drive commercial patterned vehicles. Ability to review alternative routes and select the most efficient. Good knowledge of local policies and road traffic regulations. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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. Good communication and customer relations skills.
	Planning & Organizing: Demonstrates organizational skills and ability to establish priorities and to plan, coordinate and monitor own work plan with minimal supervision; works under pressure of frequent and tight deadlines often in difficult and demanding conditions.
	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:	<p>Education: High school diploma is required. First-level university degree and/or an advance degree is desirable.</p> <p>Experience: A minimum of two (2) years of experience in journalism, social media and content management and translation. Experience in working with the United Nations is desirable. Working in drafting communication reports is desirable.</p> <p>Language: Fluency in Arabic and knowledge of English are required.</p>



Additional information:	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p><u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>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.</p>
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