
JOB POSTING DETAILS

Posting Title:	Associate Public Information Officer, NO-B
Job Code Title:	Associate Public Information Officer
Opening Number:	UNMHA-2022-NJO-002
Department/Office:	The United Nations Mission to Support the Hudaydah Agreement
Location:	Hudaydah, Yemen
Type of Contract:	Fixed-Term Appointment
Duration of Contract:	One year
Posting period:	1-15 February 2022

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

Special Notice:

The Human Resources Section invites all interested and qualified candidates of Yemeni Nationality only to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email unmha-recruitment@un.org

Important Notice: Applicants are required to submit only the P-11 form at this time, so please do not submit any additional documents such as Curriculum Vitae or educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment/interview process.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Org. Setting and Reporting:

This position is located in the Office of the Head of Mission at the Office of United Nations Mission to Support the Hudaydah Agreement (UNMHA). The Associate Public Information Officer will be based in Hudaydah and will report to the Public Information Officer in Hudaydah.

Responsibilities:

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

1. Manages outreach to local media, civil society organizations, Government and National NGOs and builds capacity
 - a) Produces and disseminates information especially to local media and organizations about the Mission, its aims and activities and supports outreach activities in Arabic;
 - b) 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.
 - c) Supports media monitoring, analyzing current events, public opinion, issues and trends in country to help prepare notes to management on appropriate action/responses.

2. Builds communication capacity with national partners and strengthens local partnerships
 - d) Builds 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.
 - f) Develops 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.

3. Prepares communications products and content in Arabic;
 - g) Drafts a diverse range of communication products in Arabic in support of unit priorities and works closely with departments and partners to develop ways to implement campaigns system-wide and to incorporate the campaign message and themes into all relevant events and products.
 - h) Drafts human interest stories for local and international audiences and produces digital content for the Mission's social media platforms.
 - i) 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;
 - j) Contributes to reports to Mission leadership, UNHQ 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.

4. Provides support to internal communications
 - k) Drafts copy for reports, newsletters, and other materials of interest to internal audiences.
 - l) Ensures Mission's internal communication is up to date and accurate.

5. Performs other duties as assigned.

Core Competencies

Professionalism: Ability to perform a broad range of administrative functions, e.g., human resources, database management, etc. Ability to explore and extrapolate data retrieved from multiple sources and demonstrate capability to analyse and provide inferences; Ability to apply knowledge of various administrative, financial and human resources rules and regulations in work situations; 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.

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.

Education:

Advanced university degree in communication, journalism, international relations, public administration or related field is required. A first-level university degree in combination with two years qualifying 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 working with local media is desirable. Experience in managing web pages and working with social media is desirable.

Languages:

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

Assessment Method:

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