

## MISSION IN COLOMBIA JOB OPENING Internal / External

Job Title & Level: **Associate Public Information Officer, NO-B**  
Department/Office: United Nations Verification Mission in  
Colombia/Strategic Communications and Public  
Information Unit  
Location: Multiple duty stations  
Posting Period: 30 days (30 December 2020 –29 January 2021)  
Job Opening Number: UNVMC-NJO-2020-019

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

### **IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.**

The Human Resources Unit invites all interested and qualified candidates to apply for the announced positions. All interested candidates should submit their applications through the P11 form, which can be found at <https://colombia.unmissions.org/empleo> (CVs or alternative forms will NOT be accepted). Please submit your P11 along with your e-mail address, telephone number(s), and relevant contact details, at the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please do not submit any additional certificates/diplomas, employment letters or other documents at this stage of the application process, only the P11 form is sufficient. Please limit your attachments to 5MB.

Please include the job opening number of the above positions in your e-mail application. Acknowledgment will be sent to short-listed candidates only.

### **Organizational Setting and Reporting:**

These positions are located in the regional offices of Cali, Florencia and Villavicencio of the United Nations Verification Mission in Colombia (UNVMC). The Associate Public Information Officers report to their respective Heads of Regional Offices with the Public Information Officer in the headquarters in Bogota being their additional supervisor.

### **Responsibilities**

Under the overall direction of the Head of Office and Public Information Officer and within limits of delegated authority, the Associate Public Information Officer will be responsible for the following duties:

1. Manages outreach to local media, civil society organizations, Government and National NGOs and builds capacity by:

- Producing and disseminating information, especially to local media and organizations about the Mission, its aims and activities and supporting outreach activities, as well assisting in interactions;
  - Monitoring and analysing current events, public opinion and press; identifying issues and trends in the country;
  - Providing support in maintaining social media, web and other services updated, maintaining regular contacts and cooperation with the media, and supporting the creation of infographics and other visual communication materials as part of the digital strategy.
2. Builds communication capacity with national partners and strengthens local partnerships by:
- Serving as focal point on local capacity building including supporting local media and partners through regular contacts and organizing specialized training to address knowledge, awareness and skill gaps;
  - Developing partnerships with key national constituencies by proactively sharing the work plan and content and working closely with national partners to raise visibility and understanding of the Mission's work;
  - Developing strategic partnerships with key constituencies to elicit support for and maximizing an impact on public information objectives; raising visibility of the Mission by organizing and/or participating in seminars, lectures, conferences, public events on major issues and events concerning the Organization;
  - Supporting and working closely with the United Nations Headquarters (UNHQ) to ensure the daily update of the mission products.
3. Prepares communications products and content in local language(s) by:
- Drafting a diverse range of communication products in support of unit priorities and working closely with departments and partners to develop ways to implement system-wide campaigns and to incorporate the campaign message and themes into all relevant events and products;
  - Keeping abreast of changing trends and political development in the country; providing communication support to managers, senior officers and public information staff on a range of public affairs issues, methods, and approaches;
  - Contributing to reports to mission leadership and UNHQ on communications activities; developments, trends and attitudes regarding the UN; and coordinating and sharing public information activities and guidance within the mission when appropriate.
4. Provides support to internal communications by:
- Supporting the internal communication strategy;
  - Drafting reports, newsletters, and other materials of interest to internal audiences;
  - Ensuring that the Mission's internal communication is up to date and accurate.
5. Performs other duties as assigned.

### **Core Values:**

**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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's

interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

**Competencies:**

**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.

**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.

**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 may be accepted in lieu of the advanced university degree.

**Experience:**

A minimum of two years for candidates with an advanced university and four years for candidates with a first level university degree of progressively responsible experience in public information, journalism, international relations, public administration or a related area.

**Languages:**

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

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.