

## MISSION IN COLOMBIA JOB OPENING

### Internal / External

Job Title & Level: **Associate Public Information Officer, NO-B**  
Department/Office: **UN MISSION IN COLOMBIA/Public**  
**Information Section**  
Location: **Villavicencio, COLOMBIA,**  
Posting Period: **23 January – 6 February 2020**  
Job Opening Number: **UNVMC-NJO-2020-003**

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 Section invites all interested and qualified candidates to apply for the announced position. 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 and 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 position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

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

These positions are located in Villavicencio Office of United Nations Mission in Colombia. The Associate Public Information Officer will report to the Chief Public Information Officer.

#### **Responsibilities**

Under the overall direction of the Senior 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

- 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);
- Monitors and analyses current events, public opinion and press; identifies issues and trends in country.

- Provides support in maintaining social media, web and other services updated, maintains regular contact and collaboration with the media, and supports 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
    - 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.
    - 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.
    - 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.
    - Support and work closely with UN HQ to assure the Update in daily basis of the products of the UN Mission.
  3. Prepares communications products and content in local language(s)
    - Drafts a diverse range of communication products in local languages(s) 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.
    - Keeps abreast of changing developments, trends and political development in country; provides communication support to managers, senior officers and other public information staff on a range of public affairs issues, methods, and approaches;
    - 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
    - Support the internal communication strategy
    - Drafts copy for reports, newsletters, and other materials of interest to internal audiences.
    - Ensures 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 behavior.

**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 of progressively responsible experience in public information, journalism, international relations, public administration or 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.