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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	<b>Associate Public Information Officer (Social Media), NO-B</b>
Department/Office:	<b>UN VERIFICATION MISSION IN COLOMBIA Strategic Communications and Public Information Unit</b>
Location:	<b>Bogota, COLOMBIA</b>
Posting Period:	<b>05 September 2022 – 04 October 2022</b>
Job Opening Number:	<b>UNVMC-NJO-2022- 034. Fixed-Term for one year with possibility of extension</b>

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

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#### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either **P-11 or PHP is properly signed and has information on your contact details: email address and telephone numbers**. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SckVjg-e3073SwTDG1VQf1oLTWfUQ4>*

*The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*

## **ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS:**

This position is located in the United Nations Verification Mission in Colombia, in Bogota. The Associate Public Information Officer will report to the Public Information Officer.

## **RESPONSIBILITIES:**

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

1. Manages outreach to local media, civil society organisations, Government and National NGOs and builds capacity, ensuring that a gender sensitive approach is included in the outreach and digital strategy.
  - Produces and disseminates information about the Mission, its aims and activities and supporting outreach activities, and assisting in interactions according to the different social media platforms in local language(s).
  - Monitors and analyzes current events, political context, and information management at the political level, public opinion and press; identifying issues and trends in country and helps to prepare notes to management on appropriate action/responses.
  - Produces in-depth, analytical social media reports about trending topics and events related to the UNVMC mandate and the peace agreement, to support management on appropriate action/responses.
  - Manages social media, web, and other services updated, maintaining regular contacts and cooperation with the media, and supporting the creation of infographics, videos, 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 the social media activities including support the national and regional offices, local media and partners through regular contacts, 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; raising the 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 local language(s), including a gender sensitive approach in all communication products
  - 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 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.
  - 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
  - Supports the internal communication strategy.
  - Drafts reports, newsletters, and other materials of interest to internal audiences.
  - Ensures that the Mission's internal communication is up to date and accurate.
5. Performs other duties as assigned.

#### **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 & 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.

**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.

**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, social media management, international relations, public administration, or a related area is required.

Extensive knowledge of the United Nations work in Latin America is desirable.

**LANGUAGES:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required. Knowledge of another official United Nations language is an advantage.

**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 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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

**No Fee**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**