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# UNITED NATIONS VERIFICATION MISSION IN COLOMBIA (UNVMC)

## JOB OPENING

### Internal / External

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Job Title & Level:	<b>Public Information Officer, NO-C</b>
Department/Office:	<b>UN Verification Mission in Colombia (UNVMC)</b> <b>UNVMC/Strategic Communications and Public</b> <b>Information Unit</b>
Location:	<b>Bogota, COLOMBIA</b>
Posting Period:	<b>30 December 2021 – 14 January 2022</b> <b>UNVMC-NJO-2021-026 – Temporary</b>
Job Opening Number:	<b>appointment for 6 months with possible extension</b>

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**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 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 may 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 P11 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.

If you are an internal candidate with a Fixed Term 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.

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

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.

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>

### **Organizational Setting and Reporting**

This position is located in the Office of the Special Representative of the Secretary General of the United Nations Mission in Colombia, in Bogota and will report to Chief of the Strategic Communications and Public Information Unit.

### **Responsibilities**

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

1. Manages outreach to local and international media, civil society organizations, Government and National NGOs maintaining regular contact and close collaboration with the media and other stakeholders. Produces and disseminates information aimed at local media and organizations about the Mission, its aims and activities and supports outreach activities; prepares material for press briefings and interviews; drafts press statements and press releases as necessary; establishes and maintains a cooperative relationship with local and international media; drafts and edits material for press releases, key messages, Q&As, talking points, UN newsletters, reports and books; assists in responding in a timely fashion to disinformation that could negatively impact public perception of the Mission and/or the mission's leadership, etc.; monitors and analyses local media and develops contact list of local journalists and media outlets covering all media - print, TV, radio, social media, web, photo etc.
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; prepares or coordinates the development of communications products and content in local language(s); prepares or coordinates the preparation of a diverse range of communication products in local indigenous language(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; writes human interest stories for local and international audiences and produces digital content for the mission's social media platforms; keeps abreast of changing developments, trends and political development in country and serves as advisor to Chief of Public Information on these issues.

3. Implements communications strategies and activities. Participates in all crisis communications efforts and follow up. Responsible for participating in the development and implementation of a strategy for media relations, publications, web and digital media including social media, community outreach and/or radio products with the objective of promoting awareness, understanding, support and respect for the Mission's work and support for UN Special Politicalmandate and priorities; 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 othersections of the Public Information Unit and leadership when appropriate; provides communication support to managers, senior officers and other public information staff on a range of public affairs issues, methods, and approaches; oversee the unit's multimedia products.
4. Manages the central office team and coordinates the work of the Communications officers in the regional offices. Assist in the preparation of the yearly budget and manages its implementation
5. Provides support to internal communications. Produces reports, newsletters, and other materials of interest to internal audiences; ensures Mission internal communication is up to date and accurate; performs other duties as assigned.
6. 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 professionalrather 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 allareas of work.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviors. 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 forand understanding of diverse points of view and demonstrates this understanding indaily work and decision-making. Examines own biases and behaviors 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.

**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 five years of progressively responsible experience in public information, journalism, international relations, public administration, or related area, including experience at the international level. Experience in at least one peacekeeping mission is desirable.

### **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.

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.