

---

## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING Internal / External

---

Job Title & Level:	Public Information Officer, NO-C
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, UNVMC/Strategic Communications and Public Information Unit
Location:	Bogota, COLOMBIA
Posting Period:	31 August – 30 September 2022
Job Opening Number:	UNVMC-NJO-2022-032. Fixed-Term for one year with possibility of extension

---

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

---

### **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 Opening.**

**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**

This position is located in the Strategic Communications and Public Information Unit and will report to the Special Representative of the Secretary-General of the United Nations Verification Mission in Colombia (UNVMC), in Bogota.

## **Responsibilities**

Under the overall direction of the Special Representative of the Secretary-General, and within limits of delegated authority, the Public Information Officer will be responsible for the following duties:

1. Manages and leads outreach to local media, civil society organisations, Government and National NGOs.
  - a. Produces and disseminates information aimed at local media and organizations about the Mission, its aims and activities and supports outreach activities and assists in interactions in local language(s);
  - b. Prepares material for press briefings and interviews; drafts press statements and press releases as necessary; establishes and maintains a cooperative relationship with local media;
  - c. Drafts and edits material for press releases, key messages, Q&As, talking points, UN newsletters reports and books;
  - d. 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.
  - e. 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. - and a successful process of communicating and maintaining regular contact and close collaboration with the media.
2. Builds communication capacity with national partners and strengthens local partnerships.
  - a. 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;
  - 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. 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 or coordinates the development of communications products and content in local language(s)

- a. Prepares or coordinates the preparation of 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;
  - b. Writes human interest stories for local and international audiences and produces digital content for the mission's social media platforms;
  - c. Keeps abreast of changing developments, trends and political development in country and serves as advisor to the Special Representative of the Secretary-General on these issues.
  - d. Includes a gender sensitive approach in all communication products, stories and digital content
4. Implements communications strategies and activities.
- a. 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 Peacekeeping or Special Political mandate and priorities;
  - b. 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 and leadership when appropriate;
  - c. 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.
5. Provides support to internal communications.
- a. Produces reports, newsletters, and other materials of interest to internal audiences;
  - b. Ensures Mission internal communication is up to date and accurate;
  - c. Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions.
6. 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 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.

**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.

**Leadership:** Serves as a role model that other people want to follow; Empowers others to translate; vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement; does not accept the status quo; Shows the courage to take unpopular stands.

**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 is required.

Experience in a peacekeeping or special political missions, Government, NGOs, or international organizations 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.

**NOTE:** Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

**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.