



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	30/05/2016
Post Title	Assistant Public Information Officer
Level	NO-A (Fixed-term)
Organizational Unit	Strategic Communications
Location	Kabul HQ
Number of post	01
Issuing Date	23/05/2016
Closing Date	06/06/2016

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

DUTIES AND RESPONSIBILITIES

Under the supervision of Head, Print & Digital Unit, Strategic Communications, the Public Information Assistant will assist in development of public information products, support outreach activities, prepare media reports, monitor and contribute to Mission's social media campaigns. Within delegated authority the Assistant Public Information Officer will be responsible but not limited to, for the following duties:

Duties & responsibilities:

1. Coordinates outreach to local media, civil society organisations, Government and National NGOs.
 - Drafts and disseminates information especially to local media and organizations about the Mission, its aims and activities and supports outreach activities.
 - 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.
 - Monitors and analyzes current events, public opinion and press; identifies issues and trends in country, and helps to prepare notes to management on appropriate action/responses.
2. Supports the implementation of the Mission's communication strategy.
 - Contributes to the day-to-day communications plan by assisting to prepare, on the basis of official UN documentation and other sources, drafts of press releases, feature stories, social media posts, radio programmes' outlines, communication plans, reports, briefings, etc.
 - Supports the organization of events and activities (both traditional and digital) such as conferences, press briefings, interviews, social media campaigns, etc.
 - Coordinates with colleagues and partners to gather and disseminate information on assigned topics/issues, collects information from diverse sources to prepare background materials and update communication products including fact sheets, presentations, reports, etc.
3. Supports effective coordination and external relations.
 - Responds to a variety of enquiries and information requests internally and externally and subsequently prepares related correspondence and updates to facilitate exchange of information between the Mission and HQ under the guidance of the supervisor.
 - Edits and ensures the consistency of official documentation and presentations in terms of formatting and grammar.

- Acts as coordinator on specific issues/special projects as requested.
4. Provides support to internal communications.
- Drafts copy for reports, newsletters, and other materials of interest to internal audiences.
5. Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor degree or equivalent) in communication, journalism, international relations, public administration or related field.

Work Experience: Work experience is not required for applicants with a relevant Master's degree to the position advertised. However, applicants with a Bachelor's degree must have a minimum of two (2) years of progressively responsible/professional and relevant experience in in public information, journalism, international relations, public administration or related area.

Language: Excellent command of English, Dari/Pashto language is required.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows pride in work and achievements. Demonstrates professional competence and mastery of the subject. 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 perspective and ensuring the equal participation of women and men in all areas of work.

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 the audience. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

APPLICATIONS

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_substantive@un.org

Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.

Please note that any information provided on the P.11 form will be considered binding.

The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.

Qualified female candidates are encouraged to apply

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.