



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

Vacancy No.	62/07/2022
Post Title	Associate Public Information Officer
Level	NO-B (Fixed-Term Appointment)
Organizational Unit	Strategic Communications Service
Location	Herat Field Office
Number of posts	01
Issuing Date	31/07/2022
Closing Date	14/08/2022
Duration	One (1) Year

Qualified female candidates are highly encouraged to apply

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Associate Public Information Officer may be responsible for the following duties:

- Manages outreach to local media, civil society organizations, Government and National NGOs.
- Develops, implements and evaluates public outreach projects, for instance radio programmes, public discussions, in support of Mission's mandate and in line with regional priorities.
- Develops partnerships with key local media by engaging them in outreach projects, sharing information about the Mission, its aims and activities and facilitating Head of Field Office meetings with senior editors.
- Monitors and analyzes current events, public opinion and press; identifies issues and trends at the local and national level, is able to identify potential linkages and helps to prepare notes to management on appropriate action/responses.
- 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.
- Works closely with key provincial partners to raise visibility and understanding of the Mission's work through local TV, radio and social media.
- Produces and disseminates information about the Mission's mandated issues, conducts road missions to meet with local partners and support field offices in building their relations with local media. Assists in interactions in local language(s).
- Prepares communications products and content in English and local language(s).
- Drafts human interest stories with high quality photos 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; provides communication support to FO staff on a range of public affairs issues, methods, and approaches.
- Contributes to reports to FO leadership, Strategic Communications Service on communications activities, developments, trends and attitudes regarding the UN; and coordinates and shares public information activities and guidance with other units of the Strategic Communications Service and leadership when appropriate.
- Provides support to internal communications.
- Drafts inputs for reports, newsletters, and other materials of interest to internal audiences.
- Ensures Mission's internal communication is up to date and accurate.
- Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree (Master's Degree or equivalent) in communication, journalism, international relations, public administration or related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of two (2) year of progressively responsible experience in public information, journalism, international relations, public administration or related area is required with a relevant master's degree. Or A minimum of four (4) years of progressively responsible experience in public information, journalism, international relations, public administration or related area is required with a relevant bachelor's degree.

Experience in managing outreach projects with local media, civil society organizations, Government and National NGOs is required. Experience in, radio, social media, video and photo productions is required. Strong skills in drafting communications products and content in English and local language(s) is required

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Dari and Pashto is required.

Special measure: The minimum work experience for NO-B with a relevant master's degree is reduced to one (1) year, instead of the standard minimum required work experience of two (2) years; and it is reduced to two (2) years, instead of the standard minimum required work experience of four (4) years with a relevant bachelor's degree. The special measure is extended until 31 December 2022 reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges; 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.

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.

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.

APPLICATIONS

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

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

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#62/07/2022** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#62/07/2022**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.
- Only applicants who are short-listed will receive an acknowledgement within four (4) to six (6) weeks from the deadline indicated on the VA.

Required documents to be submitted along with the signed and completed UN P.11:

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.

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 in applicants bank account.

Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required

to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.

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.