



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

Vacancy No.	43/06/2022
Post Title	Public Information Assistant
Level	GL-5 (Fixed-Term Appointment)
Organizational Unit	Strategic Communications Service
Location	Kabul HQ
Number of posts	01
Issuing Date	06/06/2022
Closing Date	20/06/2022
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 Public Information Assistant will be responsible for the following duties:

- Daily monitoring of national and regional media outlets (printed and online), including but not limited to daily and weekly newspapers, news agencies, think tanks, online news websites, radio and TV stations, as well as social media platforms.
- Prepares daily, weekly and monthly media monitoring reports and analysis – in English, Dari and Pashto languages, as required – about key news stories related to the work of the Organization and Afghanistan.
- Provides general office support; responds to information requests and inquiries; processes, drafts and finalizes correspondence and other communications; sets up and maintains files/records, organizes meetings, monitors deadlines, etc.
- Provides specialized assistance, including through language expertise, to officers in the production and delivery of communications products and services, including collection, analysis, and interpretation of data and subsequent generation of reports.
- Manages, updates, and further develops internal databases; generates content and updates daily website and social media platforms; drafts and edits original contents;
- Researches, compiles and presents basic information for use in the preparation and production of communications products/services.
- Coordinates media coverage of important events; liaises with news and publications agencies, public relations firms, UN photographers, etc. to provide information on, upcoming meetings, briefings, and special events and to ascertain coverage requirements; coordinates technical arrangements and organizes and allocates space for visiting news, photo, TV and film personnel; and evaluates and processes applications for UN security clearances/accreditations.
- Participates in the planning and coordination of exhibits and special projects; liaises with relevant departments/agencies; drafts and edits reports, press releases and related texts, and correspondence.
- Using relevant computer software creates designs in appropriate format for promotional and other material, e.g., brochures, presentational materials, announcements, and catalogues, etc.
- Ensures availability and appropriate packaging of products for distribution at special events, exhibits, conferences, media functions, etc.
- Maintains digital file management; reviews entries, file storage, retention, and deletion practices to ensure consistent application of basic guidelines; identifies problems/issues and liaises with appropriate personnel for their resolution.
- Identifies and prepares new material for inclusion in appropriate web pages and platforms by: researching various information sources for relevant material and cross-checking information with author offices and relevant units within the Organization as required;
- Is open to working beyond and outside of regular working hours, as necessary.
- Performs other duties as assigned

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required.

Work Experience: A minimum of five (5) years of progressively responsible professional experience in public communication, international broadcasting or related area is required.

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

Special Measure: The minimum work experience for GL-5 is reduced to four (4) years, instead of the standard minimum required work experience of five (5) years. 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.

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

- 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#43/06/2022** 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#43/06/2022**. 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.