

Posting Title:	National Information Officer, NO-C
Department/Office:	Department of Public Information
Location:	COLOMBO
Posting Period:	4 July 2014 - 4 August 2014
Job Opening Number:	UNIC-2014-004
Contract:	Fixed-Term
Duration:	One year, with the possibility of an extension

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

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### **Special Notices**

Appointment against this post is on a LOCAL basis, with NO entitlement to travel or any other international benefits. Should there be a need for examination, the candidate will be responsible for any travel expenses incurred. Staff members are subject to the authority of the Secretary-General and to assignment by him or her.

### **Org. Setting and Reporting**

This position is located in the United Nations information centre in Colombo (UNIC Colombo), within the Information Centres Service (ICS), Strategic Communications Division, Department of Public Information. The incumbent is under the direct supervision of a Desk Officer and the overall supervision of the Chief of the Programme Support Section in ICS.

### **Responsibilities**

Within delegated authority, the incumbent is responsible for the following duties:

- Assumes responsibility for the day-to-day running of the UNIC Colombo, including the direct supervision of an Administrative Assistant and a Knowledge Management Assistant.
- Takes a leading role on communications issues within the UN Country Team (UNCT) in Sri Lanka by convening and/or serving as the secretariat for the UN Communications Group at the country level in consultation with the DPI at Headquarters; monitors and analyses current events, public opinion and press coverage, identifying issues and trends, and advises the DPI and the UNCT on appropriate action/responses.
- Develops and implements a communications strategy for Sri Lanka by adapting the global UN message for local audiences, in consultation with the UNCT and/or UN partners. To this aim, the incumbent will produce/oversee the production of print information materials in English

and local languages, including Sinhala, and/or Tamil, prepare production plans, write drafts, obtain necessary clearances and finalises texts, edit copy, and coordinate design approval, printing procedures and distribution. He/she will also ensure the implementation of a communication strategy on the local and regional levels to publicise priority issues and/or major events, to include coordinating efforts with partners, monitoring and reporting on progress, taking appropriate follow-up action, and analyzing the outcome.

- Conducts media outreach, including development of media strategies and action plans, initiating pro-active media outreach efforts; maintains contacts with national and regional media in the country/countries of responsibility, disseminates information materials to the media, places op-eds and arranges interviews, organizes press conferences and briefings, monitors press coverage of UN issues; consults with press on approach/story angle and other information requests, undertakes appropriate follow-up action and analyzes and reports on the impact of coverage.
- Maintains contacts with key civil society partners at the national and regional level, including UN associations, and undertakes joint projects with them; initiates and sustains proactive professional relationships with key constituencies in the country/countries of responsibility; conducts educational outreach, including the organization of regional Model UN conferences.
- Maintains web sites and social media accounts in English and/or local languages including Sinhala and/or Tamil.
- Assumes overall responsibility for the administration of the UNIC by ensuring full and efficient operations; supervises Centre personnel; oversees the planning and management of the UNIC's overall activities and its operational requirements, including its budget, equipment and information material; monitors the output of the Centre and reports to DPI on a monthly, quarterly, annual and ad hoc basis.
- Performs other functions and special duties, including representing the UN at conferences and undertaking speaking engagements and participating in seminars, as required.

### **Competencies**

- **PROFESSIONALISM:** Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective campaign strategies and programmes, e.g. campaign management, media operations, marketing and promotion, audience outreach, message targeting, especially in Sri Lanka. Ability to rapidly analyse and integrate diverse information from varied sources. Ability to identify public affairs issues, opportunities and risks in an international environment. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Knowledge of relevant internal policies and business activities/issues. Knowledge of tools and infrastructure used to support communication and public information initiatives, including traditional and social media equipment and systems, e.g. content management systems, mainstream social media platforms, multimedia editing/production equipment. Ability to produce a variety of written communications products in a clear, concise style. Ability to deliver oral presentations to various audiences. 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. Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view.

- **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.

### **Education**

A first-level university degree (Bachelor of Arts or equivalent) in communications, journalism, public information or a related field is required.

### **Work Experience**

A minimum of five years of progressively responsible experience in communication, public information, public relations, or related field in Sri Lanka is required. Extensive experience building effective partnerships with members of the media, NGOs, Government officials, international and national organizations, business groups, civil society, etc, is required. Demonstrated experience as part of a strategic communications team and proven public speaking skills are required. Experience in journalism, especially in Sri Lanka, is highly desirable. Experience with the United Nations Country Team in the region is highly desirable. Supervisory experience 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 is required. Fluency in oral and written Sinhala is required and knowledge of Tamil is highly desirable. Knowledge of another official United Nations language is an advantage.

### **Assessment Method**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

### **United Nations Considerations**

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. 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.

### **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.**

### **How to Apply**

Email a **legible** electronic copy of the following documents to [careers@unic.org](mailto:careers@unic.org) no later than the end of the job opening posting period:

1. A cover letter stating why you feel you are qualified for the position. This letter should also include your contact information (email, telephone number, mobile number, etc.);
2. A duly completed and **signed** UN Personal History form (P.11-E in English **or** P.11-F in French). **Unsigned applications will not be accepted;**
3. Scanned copies of all relevant academic certificates and official diplomas, particularly your high school diploma.

**Incomplete applications shall not be considered.**

**Include the job opening number and your last name in the subject of the email.**

**Failure to follow these instructions shall disqualify your application from consideration.**