

Posting Title:	Public Information Assistant, G5
Department/Office:	Department of Public Information
Location:	CANBERRA
Posting Period:	10 October 2017-30 November 2017
Job Opening Number:	UNIC-2017-022
Contract:	Fixed-Term
Duration:	One year, with the possibility of an extension

---

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

---

### **Special Notices**

This post is open only to nationals of Australia or candidates with a valid travel and employment authorisation documents issued by the relevant authorities in Australia. The United Nations shall NOT be responsible for providing assistance to applicants in procuring these required travel and/or employment authorisation documents.

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. External candidates will be graded in accordance with the current recruitment guidelines. This means that external candidates may be recruited at a lower level than that of the advertised level of the post.

### **Organizational Setting and Reporting**

This position is located in the United Nations Information Centre in Canberra (UNIC Canberra), within the Information Centres Service (ICS), Strategic Communications Division, Department of Public Information. The UNIC Canberra is the principal source of information about the United Nations system in Australia. The information centre is responsible for promoting public understanding and support for the aims and activities of the United Nations by disseminating UN information materials to a local audience in English; engaging local and regional partners; and, overall, bringing the United Nations closer to the people it serves. The incumbent is under the overall supervision of the Director in UNIC Canberra, ICS/SCD and the direct supervision of a National Information Officer in UNIC Canberra, ICS/SCD.

### **Responsibilities**

Within delegated authority and depending on location, the Public Information Assistant may be responsible for the following duties:

- Provides general office support; responds to complex information requests and inquiries received via mail, email and telephone; processes, drafts and finalizes correspondence and other communications; sets up and maintains files/records, organizes meetings, monitors deadlines, etc.
- Provides specialized assistance to the Director and/or the National Information Officer in the production and delivery of information communications products and services, including reports for UNHQ, media monitoring, etc.
- Manages, updates and further develops internal databases; updates web site, to include researching, drafting and editing content; generates a variety of standard and non-standard reports.
- Researches, compiles and presents basic information for use in the preparation and production of communications products/services (e.g., fact sheets, brochures, etc.); designs and prepares materials ready for production.
- Participates in the planning and coordination of events, report launches, exhibits, etc.; researches venues and organizes logistics; researches audience lists; liaises with relevant stakeholders (e.g. departments/agencies, Government departments, civil society, academia); drafts and edits reports, event schedules, promotional material and related texts (e.g. background briefings, speaking notes etc.), and correspondence related to the planning and production of events and exhibits.
- Ensures availability and appropriate packaging of products for distribution at special events, exhibits, conferences, media functions, etc.
- Coordinates educational and career outreach activities, liaising with schools and universities, scheduling visits, developing presentations and promotional materials; organizing career fairs; giving presentations.
- Provides guidance/training to junior staff; performs other duties as assigned

### **Competencies**

- **PROFESSIONALISM:** Knowledge of internal policies, processes and procedures related to communication, production and dissemination of public information. Ability to research information from a variety of sources. 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.

- **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 High School Diploma or equivalent is required.

### **Work Experience**

A minimum of five years of experience in public information, communications, journalism public relations, or related area is required. Experience drafting content for different publishing formats and/or platforms, including briefing notes, promotional materials, fact sheets and speeches, is required. Experience working with mailing lists, customer relations and handling complex information requests and inquiries, as well as generating reports and analytics is desirable as is experience coordinating events and briefings.

Experience in graphic design and/or desktop publishing utilising Adobe Photoshop, Adobe InDesign, and/or comparable computer software is desirable. Experience in digital photography is desirable. Experience working in an office of the United Nations Common System or a comparable international organization is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of other official United Nations languages 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.

## **No Fee**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.**

## **How to Apply**

Visit <http://sites.unicnetwork.org/careers/how-to-apply/> for detailed application instructions.