

Posting Title:	Public Information Assistant, G6
Department/Office:	Department of Public Information
Location:	CAIRO
Posting Period:	15 November 2018 – 16 December 2018
Job Opening Number:	UNIC-2018-021
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 Egypt or candidates with a valid travel and employment authorisation documents issued by the relevant authorities in Egypt. 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 (UNIC) in Cairo, within the Information Centres Service (ICS), Strategic Communications Division (SCD), Department of Public Information (DPI).

The UNIC Cairo is part of the global network of United Nations information centres, which is the principal source of information about the United Nations system in Egypt and Saudi Arabia. UNICs are 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 and in Arabic; engaging local and regional partners; and, overall, bringing the United Nations closer to the people it serves.

The incumbent is under the direct supervision of the National Information Officer and the overall supervision of the Director of UNIC Cairo.

Responsibilities

Within delegated authority, the incumbent may be responsible for the following duties:

PUBLIC OUTREACH

- Assists in the development and maintenance of close contacts with the media, Governments, NGOs, educational institutions, civil society and other UN partners in the work region professionals covering UN-related issues and other relevant topics.
- Assists the UNIC Director and National Information Officer in ensuring timely placement of UN materials intended for the media (op-eds, news stories, interviews, etc.). Acts as the focal point for media coverage of important events in coordination and under the guidance of the Director and/or the NIO; identifies relevant UN material and press releases for targeted dissemination to the media and other relevant groups under the guidance from the Director and/or the NIO.
- Assists with the monitoring of local media outlets, analysing new trends and maintaining media databases utilised by the UNIC Director, the National Information Officer and/or the Officer-in-Charge.
- Organizes and implements special events and information campaigns, coordinating with relevant UN partners and the media to highlight and publicize key activities such as the observance of special days/months/years and the launching of UN reports. Translates UN information and documents, such as backgrounders, press releases, Secretary-General's messages, op-eds, leaflets, etc. into local languages of the work region.
- Contributes to and/or provides technical support to the production of internal and/or external bulletins published by the UN Country Team. Promotes UN multimedia products. Responds to incoming inquiries received via Skype, mail, email, phone and fax.

INTERNAL REPORTING / SUPPORT TO UN HEADQUARTERS

- Assists the Director and/or the NIO in producing required reports, such as the daily press review and headlines, for UNHQ. Compiles the Monthly Activity Reports for the UNIC in the work region. Assists with the planning of outreach strategies and with the drafting of work plans. Manages, updates and further develops internal databases; generates a variety of standard and non-standard statistical and other reports from various databases as requested by UNHQ.
- Provides communications support to visiting UN officials by organizing press briefings, drafting press releases and backgrounders and monitoring media coverage; in some instances, travels within the work region to provide public information and communication support for official visits of the Secretary-General in the work region.

PUBLICATIONS/WEBSITE

- Assists in electronic outreach by updating the relevant content portions of the UNIC website and official social media accounts, including: the drafting and editing of content by identifying and preparing new material for posting after researching various information sources for relevant material and cross-checking information with author offices as required; editing documents to conform to UN format; structuring and preparing new pages, incorporating graphics/photos as needed; posting documents on the UNIC website and official social media accounts.

- Provides assistance (coordinating, proofreading, translating, printing, etc.) in the production and delivery of public outreach products and services in local languages. Translates selected articles and interviews published by the local media of the work region into English for submission to UNHQ.

GENERAL

- Assists the Director and/or the NIO with the selection and training of interns.
- Performs other duties as required.

Competencies

- **Professionalism:** Knowledge of internal policies, processes and procedures related to the communication, production and dissemination of public information. Ability to research and gather 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 & 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 seven years of experience in public information, communications, journalism public relations, international broadcasting or related area is required. Experience working with digital communication outlets, including database-driven web sites and social media platforms are required. Experience drafting content for different publishing formats and/or platforms, including briefing notes, press releases, speeches, social media and websites is desirable. Experience working in an office of the United Nations Common System or a comparable international organization is desirable. 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.

Languages

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

Applications are screened according to the published evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application.

Applicants are urged to follow carefully all instructions available as explained in the documents linked from the “How to Apply” section below.

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

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