

Posting Title:	Public Information Assistant, G-5
Department/Office:	Department of Public Information
Location:	PRAGUE
Posting Period:	17 December 2018 – 16 January 2019
Job Opening Number:	UNIC-2018-024
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 to nationals of the Czech Republic or candidates with a valid travel and employment authorisation documents issued by the relevant authorities in the Czech Republic. The United Nations shall NOT be responsible for providing assistance to applicants in procuring these required travel and/or employment authorisation documents.

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment. 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 Prague (UNIC Prague), within the Information Centres Service (ICS), Strategic Communications Division, Department of Public Information. The UNIC Prague is the principal source of information about the United Nations system in Czech Republic. 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 and Czech; 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 a Desk Officer in the Programme Support Section, ICS/SCD and the direct supervision of an Officer-in-Charge / National Information Officer in UNIC Prague, ICS/SCD.

Responsibilities

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

- Provides general office support; responds to complex information requests and inquiries of UNIC Prague; processes, drafts and finalizes media and other communications documents; sets up and maintains files/records, organizes meetings, monitors deadlines, etc.; Coordinates administrative services, including preparing, monitoring and processing various requisitions, service contracts and payment vouchers, coordinating special assignments and related travel authorizations, etc.
- Provides specialized assistance to UNIC Prague in the production and delivery of information communications products and services; establishes public relation strategies and publicity campaigns; researches, compiles and presents basic information for use in the preparation and production of communications products/services, maintains UNIC library.
- Assist in the updates and further develops internal media databases; updates UNIC Prague's web site and social media accounts, drafting and editing content; assists in design, development and maintenance of Internet applications; generates a variety of standard and non-standard statistical and other reports from various databases;
- Serves as UNIC Prague's photographic assistant by producing digital imaging, producing photo prints, and serving as back-up photographer; write captions for UN photos; assists in the production and editing of UNIC Prague's video/film projects, radio programmes or website projects; tracks all production material; produces scripts, cue cards, etc., selects and catalogues sound and visual materials for inclusion in productions, and obtains requisite clearances and copyrights; coordinates scheduling of commercial and internal production facilities; directs studio recordings and/or evaluates audio quality of recordings for inclusion in programmes.
- Coordinates media coverage of UNIC Prague's important events; liaises with news and publications agencies, public relations firms, UN photographers, etc. to provide advance notice of, and 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.
- Researches, compiles and presents basic information for use in the preparation and production of communications product/services about the UN; participates in the planning and coordination of major exhibits; liaises with relevant departments/agencies; drafts and edits reports, production schedules, press releases and related texts, and correspondence related to the planning and production of exhibits.

- Identifies and prepares new material for UNIC Prague website and social media accounts by: researching various information sources for relevant material and cross-checking information with author offices as required; retrieving and downloading pertinent documentation and other information in requisite programming languages for Web format or inserting into database after determining appropriate categorization; preparing new pages, incorporating graphics as needed, using appropriate authoring tools and necessary programming languages; preparing and updating index of documents; posting documents on the UN web and/or development servers and ensuring the appropriate directory location; checking and testing for multiple browser support, etc.
- 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 & 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 professional experience in journalism, communication, public information, advertising, or related area is required. Experience in drafting, editing, and proofreading talking points, background notes, content for official websites and/or social media accounts, blog entries, newsletter articles, and other substantive materials utilised to document and/or promote the work of a large public or private organization is required. Experience working with representatives from Government, media, international and national organizations, business groups, civil society organization, etc. is desirable. Experience providing support to a public information, public relations, and/or strategic communications team is desirable. Experience working in a UN common system or 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 and Czech 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

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.uniconetwork.org/careers/how-to-apply/> for detailed application instructions.