

Posting Title:	National Information Officer, NO-B
Department/Office:	Department of Public Information
Location:	Tokyo
Posting Period:	1 February 2019 – 2 March 2019
Job Opening Number:	UNIC-2019-003
Contract:	Fixed-Term
Duration:	One year, with the possibility of an extension

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

Special Notices

This job opening is open to nationals of Japan only.

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.

Organizational Setting and Reporting

This position is located in the United Nations Information Centre (UNIC) in Tokyo, within the Information Centres Service (ICS), Strategic Communications Division (SCD), Department of Global Communications (DGC). The UNIC Tokyo is the principal source of information about the United Nations system in Japan and is responsible for promoting public understanding and support for the aims and activities of the United Nations by disseminating UN information materials; 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 Director of UNIC Tokyo and the overall supervision of the Chief of Programme Support Section (PSS) of ICS.

Responsibilities

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

- Develops and implements a communications strategy for Japan by adapting the global UN message for local audiences, in consultation with partners including the UNCG Japan. To this aim, the incumbent will produce/oversee the production of print information materials in Japanese for a local audience; propose topics, undertakes research, determine the appropriate medium and target audience, prepare production plans, write drafts, obtain necessary clearances and finalize texts, edit, copy, and

coordinate design approval, printing procedures and distribution. He or she will also ensure the implementation of a communications strategy on the local and regional levels to publicise United Nations priority issues and/or major events, to include coordination efforts with partners, monitoring and reporting on progress, taking appropriate follow-up action, and analysing the outcome.

- Takes a leading role on communications issues within the United Nations Information Centre in Tokyo by coordinating and overseeing the various tasks conducted by the Centre's Public Information (PI) team which is comprised of information related staff members, under the guidance of the Director.
- Monitors and analyses current events, public opinion and press coverage, identifying issues and trends, and advises the Director of UNIC Tokyo and the UNCG Japan on appropriate action/responses.
- 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 Japan, 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 analyses and reports on the impact of coverage.
- Maintains contacts with key partners including civil society, business community and academic partners at the national and local level, including UN associations, and undertakes joint projects with them; initiates and sustains proactive professional relationships with key constituencies in Japan. Conducts educational outreach through partners.
- Maintains and further enhances web sites and social media accounts in Japanese and if required in English. Actively seeks to apply technology to appropriate tasks. Monitors programme output of the UNIC Tokyo and reports to the ICS on a monthly, quarterly, annual and ad hoc basis.
- Takes a leading role on communications issues within UN system present in Japan by convening and/or serving as the secretariat for the United Nations Communications Group at the country level in consultation with the Director of UNIC Tokyo.
- Conducts the Centre's internship programme by announcing it, recruiting people, training and supervising the interns.
- Performs other functions and special duties, as required by senior managers, including undertaking speaking engagements and participating in seminars.

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 Japan. 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, etc. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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 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 three years of progressively responsible experience, including experience in managing contacts and networking with the media, non-governmental organizations, government officials, international and national organizations, business groups, civil society, etc. in Japan is required. Experience in strategic communications; in addressing a diverse public audience (e.g. general public, Government officials, special interest groups) is required. Experience in journalism is desirable. Experience working with the United Nations or a comparable international organization in Japan is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Japanese 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.unicnetwork.org/careers/how-to-apply/> for detailed application instructions.