

Posting Title:	National Information Officer, NO-B
Department/Office:	Department of Global Communications
Location:	Kyiv
Posting Period:	20 October 2020 – 17 December 2020
Job Opening Number:	UNIC-2020-002
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 Ukraine 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 Office in Ukraine (UNO Kyiv), within the Information Centres Service (ICS), Strategic Communications Division (SCD), Department of Global Communications (DGC).

The UNO Kyiv is the principal source of information about the United Nations system in Ukraine. The UNO 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 Ukrainian; 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 United Nations Resident Coordinator (UNRC) and the Chief of ICS and Desk Officer in the Programme Support Section (PSS) of the ICS and the day-to-day direct supervision of the Head of UN RC Office.

Responsibilities

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

- Assumes responsibilities for the day-to-day running of the UN Office; Takes a leading role on communications issues within the UN Country Team (UNCT) by convening and/or serving as the Secretariat for the UN Communications Group at the country level in consultation with the Department of Global Communications (DGC) at UNHQ; provides substantive support to the Resident Coordinator (RC) and UNCT in designing, implementing and monitoring the UN joint advocacy and communication strategy, in support of the implementation of the 2030 Agenda for Sustainable Development.
- Provides substantive support to the RC and UNCT, Programme Management Team (or equivalent) and Results Groups on potential issues, concerns and risks related to communications and advocacy, and suggests corrective actions;
- In collaboration with the UN Communications Group and the UN Programme Management Team (or equivalent), and in coordination with the RCO colleagues responsible for data management and results reporting, contributes to the annual communication plan to publicize and communicate results with a focus on the UN's development impact;
- Develops and implements a country-wide strategic communications plan in line with the UN's Global Communications Strategy that adapts global UN messages for local audiences, in consultation with the RCO, UNCT and/or UN partners as well as DGC. Develops this strategy by exercising strong analytics to identify and understand organizational needs and goals, challenges and opportunities, target stakeholders and audience, as well as avenues through which content is distributed. Conducts research and employs measurement tools to inform strategy and evaluates the effect of communication on the Organization and its stakeholders.
- Drafts at a high quality in working UN and local languages various written communication products, as well as engage in public speaking with media, partners and local interlocutors.
- Monitors and analyzes current events, public opinion and press coverage, identifying issues and trends, and advises DGC (UNHQ), RCO and the UNCT 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 the country/countries of responsibility, disseminates information materials to the media, drafts or 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.
- Identifies and nurtures stakeholder relationships by fostering and maintaining networks and garner support with key 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 representing media, local and international counterparts.
- Maintains a web site and social media accounts in the language or languages of the country/countries of his/her responsibility. Knowledge and use of up-to-date social media platforms and marketing.

- Assumes overall responsibility for the administration of the UNO by ensuring full and efficient operations; oversees the planning and management of the UNO's overall activities and its operational requirements, including its budget, equipment and information material; monitors the output of the UNO and reports to DGC and RCO on a monthly, quarterly, annual and ad hoc basis.
- Performs other functions and special duties as required by the UN Resident Coordinator, the Director of SCD or the Chief of ICS/SCD; including representing the UN at conferences; undertaking speaking engagements; participating in seminars; coordinating and drafting op-eds, speeches and interviews for the Resident Coordinator.

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 Ukraine. 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 Ukraine is required. Experience in public information and/or public relations and/or experience as part of a strategic communications team is required. Experience 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 Ukraine is desirable.

Languages

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