



**United Nations Assistance Mission for Afghanistan (UNAMA)**  
**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

<b>Vacancy No.</b>	<b>11/04/2019</b>
<b>Post Title</b>	<b>Associate Public Information Officer</b>
<b>Level</b>	<b>NO-B (temporary till 30 June 2019)</b>
<b>Organizational Unit</b>	<b>Strategic Communications Service</b>
<b>Location</b>	<b>Gardez Field Office</b>
<b>Number of posts</b>	<b>01</b>
<b>Issuing Date</b>	<b>09/04/2019</b>
<b>Closing Date</b>	<b>23/04/2019</b>

**Important note:** UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

**DUTIES AND RESPONSIBILITIES**

Within delegated authority, the Associate Public Information Officer may be responsible for the following duties:

1. Manages outreach to local media, civil society organizations, Government and National NGOs
  - a) Develops and implement public outreach projects, for instance radio programmes, public discussions, in support of Mission's mandate and considering the regional priorities.
  - b) Develops partnerships with key local media by engaging them in outreach projects, sharing information about the Mission, its aims and activities and facilitating Head of Field Office meetings with the senior editors.
  - c) Monitors and analyzes current events, public opinion and press; identifies issues and trends in country and helps to prepare notes to management on appropriate action/responses.
2. Strengthens local partnerships
  - d) Develops strategic partnerships with key constituencies to elicit support for and maximize impact of public information objectives; raises visibility of the Mission by organizing and/or participating in seminars, lectures, conferences, public events on major issues and events concerning the organization.
3. Prepares communications products and content in local language(s)
  - e) Drafts human interest stories for local and international audiences and produces digital content for the mission's social media platforms.
  - f) Keeps abreast of changing developments, trends and political development in country; provides communication support to FO staff on a range of public affairs issues, methods, and approaches.
  - g) Contributes to reports to FO leadership, Strategic Communications Service on communications activities, developments, trends and attitudes regarding the UN; and coordinates and shares public information activities and guidance with other units of the Strategic Communications Service and leadership when appropriate.
4. Provides support to internal communications

- h) Drafts copy for reports, newsletters, and other materials of interest to internal audiences.
- i) Ensures Mission's internal communication is up to date and accurate.

5. Performs other duties as assigned.

### **QUALIFICATIONS AND EXPERIENCE**

**Education:** An advanced university degree (Master's degree or equivalent) OR first-level university degree (Bachelor's degree or equivalent) in communication, journalism, international relations, public administration or related field.

**Work Experience:** A minimum of one (1) year of progressively responsible experience in public information, journalism, international relations, public administration or related area is required with a relevant Master's degree Or a minimum of two (2) years of progressively responsible experience in public information, journalism, international relations, public administration or related area is required with a relevant Bachelor's degree.

**Languages:** Fluency in English and Pashtoo or Dari languages are required.

**Special Measure:** The minimum work experience for NO-B with a relevant Bachelor's degree is reduced to 2 years, instead of the standard minimum requirement work experience of 4 years and to 1 year, instead of the standard minimum requirement work experience of 2 years with a relevant Master's degree. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, is further extended until 31 May 2019 reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

### **UN CORE VALUES AND COMPETENCIES**

**Professionalism:** Shows persistence when faced with difficult problems or challenges. 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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

**Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

**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 the 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.

### **APPLICATIONS**

### **MANAGERIAL COMPETENCIES**

- **Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**
- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: [unamava\\_gardez@un.org](mailto:unamava_gardez@un.org)
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.**
- **Applicants should indicate VA Number as VA#11/04/2019 in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

**Qualified female candidates are highly encouraged to apply**

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.