



UNITED NATIONS ASSISTANCE MISSION IN SOMALIA (UNSONM)



**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS: 03 MARCH 2017
DATE OF ISSUANCE: 04 FEBRUARY 2017
FUNCTIONAL TITLE: ASSISTANT PUBLIC INFORMATION OFFICER
LEVEL: NO-A
SECTION: STRATEGIC COMMUNICATIONS AND PUBLIC AFFAIRS GROUP (SCPAG)
LOCATION: MOGADISHU
DURATION OF CONTRACT: ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER: UNSOM/SCPAG/004/2017

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

This position is located in the UNSOM Strategic Communications and Public Affairs Group (SCPAG). Under the guidance of the Chief of SCPAG and the direct supervision of UNSOM Spokesperson, the incumbent will undertake the following activities in his/her area:

Responsibilities:

Within delegated authority, the Aviation Safety Assistant will be responsible for the following duties:

1. Coordinates outreach to local media, civil society organisations, Government and National NGOs and builds capacity:
 - a) Drafts and disseminates information, especially to local media and organizations about the Mission, its aims and activities, and supports outreach activities;
 - b) Develops partnerships with key national constituencies by pro-actively sharing work plan and content and working closely with national partners to raise visibility and understanding of the Mission's work;
 - 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;
 - d) Builds capacity and provides support to local media and partners through regular contact and by organizing specialized training to address knowledge, awareness and skill gaps.
2. Supports the implementation of the Mission's communication strategy:
 - a) Contributes to the day-to-day communications plan by assisting to prepare, on the basis of official UN documentation and other sources, drafts of press releases, feature stories, social media posts, communication plans, reports, briefings, etc.;
 - b) Supports the organization of events and activities (both traditional and digital) such as conferences, press briefings by UNSOM staff and visiting UN officials, interviews, social media campaigns, etc. Assists in the preparation of briefing materials for senior officials in such events;
 - c) Coordinates with colleagues and partners to gather and disseminate information on assigned topics/issues, collects information from diverse sources to prepare background materials and update communication products including factsheets, presentations, reports, etc.
3. Supports effective coordination and external relations:
 - a) Responds to a variety of enquiries and information requests internally and externally and subsequently prepares related correspondence and updates to facilitate exchange of information between the Mission and HQ under the guidance of the supervisor;
 - b) Edits and ensures the consistency of official documentation and presentations in terms of formatting and grammar. Assist with translation needs;
 - c) Acts as coordinator on specific issues/special projects as requested.
4. Provides support to internal communications:
 - a) Drafts copy for reports, newsletters, and other materials of interest to internal audiences;
 - b) Prepares a fortnightly report to reflect Public Information activities conducted, progress made and constraints faced and recommendations for way forward.
5. Monitors local media and write media monitoring reports. Advises SCPAG colleagues of breaking news developments on a daily basis. Collects and collates daily situational report from regions/locations under his/her responsibility.
6. Provides continuous technical support to the UNSOM digital platforms, including provision of photographs. Provides technical support for other new media activities such as social media networks and microblogs in English and Somali languages.
7. Performs other duties as assigned

Competencies:

Professionalism – Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications:

Education: University degree in Communication, Journalism, International Relations, Public administration or related field.

Experience: A minimum of two (02) years of progressively responsible experience in public information, journalism, international relations, public administration or related area.

Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required. Knowledge of other UN language is an advantage.

Other: Proficiency in using Microsoft Office applications (Word, Access, Excel, Power Point) is required.

Assessment

Method: Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (PHP) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **03 March 2017** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the email

Kindly attach a copy of P11, High School Diploma Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

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.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).