



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

Vacancy No.	42/06/2022
Post Title	Assistant Public Information Officer
Level	NO-A (Fixed-Term Appointment)
Organizational Unit	Strategic Communications Service
Location	Kabul HQ
Number of posts	01
Issuing Date	06/06/2022
Closing Date	20/06/2022
Duration	One (1) year

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

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

### DUTIES AND RESPONSIBILITIES

Within delegated authority, the Assistant Public Information Officer will be the primary focal point for establishing and maintaining effective working relations with media personnel covering Afghanistan, and responsible for the following duties:

1. Coordinates outreach to local media, civil society organizations, Government and 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 proactively 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.
  - e) Maintains regularly updated contact lists of local and international media personnel covering Afghanistan.
2. Supports the implementation of the Mission's communication strategy.
  - f) 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.
  - g) Supports the organization of events and activities (both traditional and digital) such as conferences, press briefings, interviews, social media campaigns, etc. Assists in the preparation of briefing materials for senior officials in such events.
  - h) 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 fact sheets, presentations, reports, etc.
  - i) Contributes to effective implementation of the Mission's social and digital media strategies, including by drafting and editing materials for various digital platforms.
3. Supports effective coordination and external relations.
  - j) 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.

- k) Edits, translates, and ensures the consistency of official documentation and presentations in terms of formatting and grammar.
- l) Acts as coordinator on specific issues/special projects as requested.
- m) Is open to working beyond and outside of regular working hours, as necessary.

4. Provides support to internal communications
- n) Drafts and translates copy for reports, newsletters, and other materials of interest to internal audiences.

5. Performs other duties as assigned.

#### **QUALIFICATIONS AND EXPERIENCE**

**Education:** Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration, or related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**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.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Fluency in oral and written Pashto/Dari is required.

**Special Measure:** No work experience is required for the applicants with relevant master's degree, and the minimum relevant work experience for NO-A is reduced to 1 year for the applicants with relevant bachelor's degree. The special measure is extended until 31 December 2022 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.

**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.

#### **APPLICATIONS**

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: [unamava\\_substantive@un.org](mailto:unamava_substantive@un.org)

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#42/06/2022** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#42/06/2022**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- 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 four (4) to six (6) weeks from the deadline indicated on the VA.

**Required documents to be submitted along with the signed and completed UN P.11:**

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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.

**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 in applicants bank account.

**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.**

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.