

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

Tel: +1-212-963-2668

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VACANCY ANNOUNCEMENT # 159/05/2009

Title: **Media Monitor**
No. of Posts: **One**
Type of contract: Appointment for Limited Duration (ALD)
Category: National Professional Officer (NPO)
Level: **NO-A**
Duration: **Three month; probationary - renewable**
Duty station: Kabul
Unit/Section: OCPI / SCSU.
Issuing date: **07 May 2009**
Closing date: **06 June 2009**

Within limits of delegated authority and under the overall supervision of the Spokesperson, the incumbent will perform the following duties, among others:

Duties and Responsibilities:

- Produce (research, write, edit, translate, post and distribute electronically) daily (except on Fridays) the "Today's Headlines";
- Perform day-to-day media monitoring of international and national media (print and audio-visual).
- Ensure that media monitoring database is updated daily and propose changes, whenever appropriate, to keep it user-friendly;
- Produce ad hoc media monitoring research as required by the Director of OCPI;
- Supervise and ensure the quality of the media monitoring work produced by media monitoring assistant(s) at UNAMA Kabul;
- Train and orient UNAMA Field Office staff that monitors local media in the provinces and ensure that the result of this exercise is included in the Media Monitoring database and Today's Headlines, when appropriate;
- Actively participate in the production (translation and editing) of the Dari and Pashto versions of the Notes on UNAMA Media Briefings.
- Aid factual accuracy in media reports about UNAMA by contacting editors/reporters in instances where errors are found.
- Perform other duties as required.

Competencies:

Professionalism: theoretical background and good understanding of approaches, tools and methodologies related to planning, executing and monitoring public communications campaigns, (e.g. campaign management, message targeting, impact evaluation, etc.); good communications research and analytical skills; understanding of relevant internal policies and business activities and of related current events, topics and issues; **Planning & organizing** – ability to plan own work and manage conflicting priorities; **Judgment/decision-making** – demonstrated ability to apply good judgment in the context of assignments given; **Technology awareness** – fully proficient computer skills and use of relevant software and other applications, e.g. word processing, PowerPoint or



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equivalent, graphics software, internal databases, internet, etc.; **Communication** – strong communication (spoken and written) skills, including ability to draft/compile a variety of written communications products and to articulate ideas in a clear, concise style. Ability to interact with the public in communicating information and building/maintaining effective business connections; **Teamwork** – good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications & Experience:

Education: University Degree in Communications, Journalism, Public Relations or other related field.

Experience: At least 3 years progressively responsible professional experience in Journalism, Communications, Public Relations or related fields; International experience desirable.

Other skills: Ability to work in an interrupt-prone environment.

Language: Fluency in written and spoken English essential; good working knowledge of Dari and/or Pashto required.

Preference will be given to equally qualified female candidates.

Application submission guidelines:

Applicants meeting the above qualifications are requested to submit a covering letter quoting this Vacancy Announcement title and number along with their Curriculum Vitae; P-11, Copy of University Degree & Copy of their National ID; (Tazkira) to:

Only applications that clearly indicate the vacancy number on the envelope; or in the subject of the email (if the application is being sent electronically), will be reviewed.

Personnel Section, UN Operation Center in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,

OR

Email to: unamava_substantive@un.org