

UNITED NATIONS



NATIONS UNIES

OFFICE OF THE UNITED NATIONS SPECIAL COORDINATOR FOR THE MIDDLE EAST PEACE PROCESS
(UNSCO)

INTERNAL/EXTERNAL* JOB OPENING No. UNSCO-0003-2017

Deadline for Applications: 19 June 2017

Women are strongly encouraged to apply**

The Office of the United Nations Special Coordinator for the Middle East Peace Process (UNSCO) invites applications for the following position:

TITLE: Public Information Assistant

LEVEL: GL-6

DUTY STATION: Jerusalem

DUTIES AND RESPONSIBILITIES:

Under the direction and supervision of the Public Information Officer (PIO), UNSCO, the incumbent will perform the following duties:

Summary of Principal Functions

Monitoring of the Hebrew, and English media on daily basis; preparation and distribution of a daily press brief and media packages for UNSCO and, when appropriate United Nations Headquarters (UNHQ); providing research and analysis on a range of topics; assist in preparing media events for the Special Coordinator, contributing to UNSCO's products such as the monthly Security Council briefs, statements, press releases, and reports; attending conferences, workshops and meetings on behalf of the Media and Public Information Unit; maintaining good relations with journalists covering the region.

Major Duties and Responsibilities

Media Monitoring and Public Information:

- *Monitor Hebrew, and English media during office hours and, during breaking news or other critical events, in evening and weekends, and ensure UNSCO senior staff and, when appropriate UNHQ, are informed of daily press briefs, breaking news, and other ad-hoc relevant events.
- *Assist in drafting and compiling briefings, media packets and briefs on specific topics of interest to the mission and the Secretary-General's office.
- * Assist in organizing the clearance, production, and distribution of information material to the Israeli, Palestinian and international media, such as the monthly Security Council briefings, press releases and reports.
- * Assist in identifying and establishing key contacts and opportunities for strategic partnership to facilitate communication efforts and maintain working relations with them.
- * Maintain a media database and contact list and maintain an outreach database.
- * Assist in organizing and facilitating conferences, press conferences, interviews, media events for the Special Coordinator and other senior UN officials visiting the region.
- * Assist in organizing and facilitating media events for other UN agencies in the occupied Palestinian territory.
- * Under guidance of the Public Information Officer, respond to a variety of inquiries and information requests internally and externally.*Keep the team informed of important news developments, especially political or breaking news, while providing translation of local news items when applicable.

Research and Analysis:

- * Assist in Researching, preparing and drafting paragraphs and information for inclusion in UN reports and official documents.
- * Track, research and analyze information on assigned topics and gather information from diverse sources to assess news value and other potential impact.
- *Draft and compile inputs for reports and Security Council briefings.
- * Follow up on reports, events, and published documents relevant to UNSCO and UN work.
- * Filing all SG statements, speeches, articles, and any relevant media material about UNSCO.

Other:

- * In coordination with the PIO, represent the Media Unit in relevant meetings, conferences and workshops.
- * Translate written Hebrew-English-Hebrew for internal use.

- * Serve as interpreter during meetings, interviews or speeches.
- * Perform other duties as assigned by the Chief of Staff and/or the Public Information Officer.
- * Assist in updating UNSCO website.
- * Draft and design content for social media and multimedia purposes.
- * Assist in maintaining contacts with journalists; establish cordial relationships with journalists and a range of media outlets.

COMPETENCIES

- **Professionalism:** Knowledge of internal policies, processes and procedures related to the communication, production and dissemination of public information. Ability to research and gather information from a variety of sources. 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.
- **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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

EDUCATION

A high school diploma or equivalent is required. A first-level Degree in communication, journalism, international relations, politics, translation, or related field is an advantage.

EXPERIENCE

A minimum of seven years' work experience in the field of media, public communication and public information or related area is required. Advanced computer skills (Microsoft Office and web publishing software) are desirable. In addition, knowledge of the UN and the NGO sector is an advantage.

LANGUAGES

Fluency in oral and written English and Hebrew is required. Knowledge of Arabic is desirable. Knowledge of another United Nations language is an advantage.

OTHER SKILLS

Good interpersonal skills and ability to work with people with different background is essential; Possession of a valid driver's license is desirable.

* Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

** Equally-qualified female candidates will be given priority for selection (United Nations Policy on Gender Mainstreaming).

Completed Personal History Form (P.11) and copies of High School Diploma, should refer to the above vacancy announcement number and should be forwarded to: unscova@un.org