

**United Nations Mission in Liberia
(UNMIL)**

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-PIO-16-2250	Deadline: 09 March 2016
Post Title: Radio Producer (National Professional Officer) – One Position	Level: NO-C
Organizational Unit: Public Information Section/UNMIL Radio	Location: Monrovia
Initial Appointment: Initial one (1) year subject to operational requirements and satisfactory performance	IMIS Post #: 72322
	Indicative Minimum Annual Gross Salary: 49,366.00

UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Management Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. **Please note that you can also apply by email to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.**

Description of Main Duties:

Under the general supervision of the Chief of UNMIL Radio, Public Information, the incumbent shall be responsible to perform the following duties:

- Work on all aspects of production of radio programmes, including public service announcements, news stories, features and documentaries for location, regional and international use;
- Work with the Chief of Radio to provide raw audio material for mission products, including for community outreach; internal mission use; United Nations Headquarters; local and international media as appropriate, including media in troop contributing countries and mission archives;
- Initiate new radio projects, developing, writing, recording for broadcast original radio programmes, announcements, features and news segments, as required;
- Create programme identities, music themes, styles and supervision/undertaking other production tasks;
- Prepare printed rundowns, scripts, direct programmes, and solve production problems;
- Under the direction of the Chief of Radio, prepare periodic status reports on radio strategy implementation;
- Exercise editorial judgment over radio production in coordination with the Chief of Radio and Chief of Public Information, where appropriate;
- Undertake research, interviewing, scripting and technical production duties, as necessary;
- Perform any other duties as required.

Competencies:

Professionalism – Ability to adapt and be innovative as new communication challenge arises.

Communication – Demonstrated communication (spoken, written, public speaking and presentation) skills, including ability to present and defend difficult positions to senior officials.

Technological Awareness – Fully conversant with rapidly evolving communication technologies; outstanding knowledge of the operating characteristics of a wide range of radio equipment used in all aspects of production, principles and techniques of radio production and current trends and developments in radio, broadcasting and multimedia technologies; understanding of computer assisted systems for production, automation, recording, scheduling, music selection, library, etc; knowledge of computerized audio editing, production and programme automation systems; adept at research, and at planning, writing, producing and editing a programme or series of programmes.

Planning and Organizing – Ability to work under tight deadlines for extended hours.

Judgment and Decision-making – Ability to exercise independent judgment and make decisions on difficult and complex problems.

Teamwork – Ability to work effectively in a diverse team; and develop and maintain effective working relationships in a multi-cultural environment with respect for diversity.

Qualifications and Experience:

Education:

Completion of a first-level university degree in communication, broadcasting or other related fields.

Experience: Minimum 2 years of progressively responsible radio production is required. Incumbent will be required to work with limited resources and therefore creativity and ingenuity are desirable.

Languages: Fluency in spoken and written English is essential; knowledge of local languages is an asset.

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

**Vacancy#: UNMIL-SUB-PIO-16-2250 should be directed to Team I, Human Resources Management Section, UNMIL Headquarters, 7th Floor,
Room # 706K Pan African Plaza, Tubman Boulevard, Monrovia**