

Public Information Assistant (Communications) at United Nations Office on Drugs and Crime (UNODC)

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Job Description

For two decades, the United Nations Office on Drugs and Crime (UNODC) has been helping make the world safer from drugs, organized crime, corruption and terrorism. We are committed to achieving health, security and justice for all by tackling these threats and promoting peace and sustainable well-being as deterrents to them. Because the scale of these problems is often too great for states to confront alone, UNODC offers practical assistance and encourages transnational approaches to action. We do this in all regions of the world through our global programmes and network of field offices.

Responsibilities

Within limits of assigned authority, the Public Information Assistant (Communications) will be responsible for the following specific duties:

Maintain communication and information products related to the substantive and operational developments in all UNODC/ PLEAD mandated areas and related trends in Kenya and Eastern Africa.

Directly support PLEAD through enhanced communications and outreach by partner institutions, including coordinated sensitization on thematic areas of the programme and targeted criminal justice agencies.

Edit and revise PLEAD publications to reflect UNODC and partners' interests – including coordinating the finalization approval and printing processes. The editing shall, inter alia,

ensure consistency and flow of text as well as correct sentence and paragraph structure, word choice, punctuation and grammar.

Ensure that all PLEAD products, documents, materials, and events give appropriate visibility for the European Union and PLEAD partners including the correct application of its emblem, acknowledgement statement and standard disclaimers.

Participate in the planning and coordination of major PLEAD events and exhibits; liaise with relevant PLEAD partners; draft and edit reports, production schedules, press releases and related texts, and correspondence related to the planning and production of PLEAD exhibits while ensuring availability and appropriate packaging of products for distribution at special events, exhibits, conferences, media functions, etc.

Provide assistance to the implementation of the PLEAD Communication Strategy.

Develop and edit various communication and advocacy material including the quarterly PLEAD newsletter and highlight PLEAD interventions, through partners' communication and advocacy material in line with the PLEAD Communication Strategy and PLEAD's key messages.

Prepare succinct and effective communication plans for key PLEAD visibility events (such as high-level conferences and NCAJ Council meetings) in coordination with communication focal points from national partners and the European Union, including assistance in drafting of background documents, media releases, presentations, summaries and talking points.

Provide support in organizing media engagements; manage all media contacts, press briefings, and interviews; assist in providing talking points and other materials as needed to senior staff; respond to media inquiries in a timely and effective manner while raising visibility of PLEAD and its partners.

As needed, participate in UN and PLEAD partners' communication coordination groups and coordinate with/contribute to PLEAD campaigns and advocacy events on behalf of UNODC.

Provide substantive support in strategy, planning, development and implementation of communication, sensitization and awareness-raising campaigns including maintaining a

schedule of upcoming international days and global campaigns for promotion and updating the UNODC REOA digital platforms to raise visibility of PLEAD, its partners and ensuring there is regular content covering the Programme's events.

Assist in the production and editing of audio-visual information, communication, sensitization, and awareness raising content for inclusion in advocacy content, obtain requisite clearances and copyrights; coordinate scheduling of commercial and internal production facilities; and/or assist in quality assurance.

Use relevant computer software, create designs in appropriate format for promotional and other material, e.g. brochures, presentational materials, announcements, video, audio, website and social media content, etc.; ensure that photos, graphics, etc. are appropriate and conform to UN standards for communications materials.

As member of a Team assist in evaluating results and impact of PLEAD communications activities across social media channels and report on developments, trends and attitudes regarding UNODC, PLEAD mandate areas and its partners.

Coordinate administrative services, including preparing, monitoring, and processing various requisitions, service contracts and payment vouchers, assisting with the preparation of budget and monitoring of expenditures, assisting with recruitment.

Assist with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.

Assist with visualizations and updating information material such as web pages or brochures.

Perform other work-related duties, as required.

Requirements

Competencies

Professionalism: Has knowledge of internal policies, processes and procedures related to communication, production and dissemination of public information. Is able to research information from a variety of sources. Has knowledge of internal policies, processes, and procedures related to communication and public information. Has understanding of the functions and organization of the work unit and of the organizational structure and

respective roles of related units. Has ability to identify and resolve a range of issues/problems and to work well with figures, undertake basic research and gather information from standard sources. Has demonstrated ability to apply good judgment in the context of assignments given. Has ability to perform analysis, modeling, and interpretation of data in support of decision-making. 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. The ability to perform analysis, modeling, and interpretation of data in support of decision-making.

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.

Planning and 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.

Education

High school diploma or equivalent is required.

A recognized first-level university degree (Bachelor's degree or equivalent) may be accepted in lieu of two years of required work experience.

Job – Specific Qualification

Passing the Global General Service Test (GGST) is a prerequisite, i.e. is required, for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Applicants who have not passed the GGST at the time of application may be invited for the test after submitting an application.

The GGST is a proctored entry-level examination at the duty station.

Any travel expenses incurred in order to take the examination are the responsibility of the candidate and will not be reimbursed by the Organization.

Having passed the Administrative Support Assessment Test [in English] at the United Nations headquarters, Economic Commission for Africa, Economic and Social Commission for Western Asia, United Nations Office at Geneva, United Nations Office at Vienna, International criminal tribunal for Rwanda or International Criminal Tribunal for the former Yugoslavia may be accepted in lieu of the GGST.

Work Experience

A minimum of five years (or three years in combination with a first-level university degree (Bachelor's degree or equivalent)) of experience in public relations, strategic communications, digital communications, social media, or related area is required.

Experience in drafting and editing complex written communication documents is required.

Work experience with digital communication tools, such as database-driven web sites and/or social media platforms is required.

Work experience in strategic communications in the United Nations system or similar international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another United Nations official language is an advantage.

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