

## Public Information Assistant, G6 at United Nations Office at Nairobi (UNON)

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### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); United Nations and regional organizations; provides administrative and other support services to the United Nations Environment Programme (UNEP) and the United Nations Human Settlements Programme (UN-Habitat); provides joint and common services to other organizations of the United Nations system in Kenya, as applicable; and manages and implements the programmes of administration, conference services and public information and provides security and safety services for United Nations staff and facilities in the United Nations Office at Nairobi.

### Responsibilities

Provides specialized assistance in the production and delivery of information communications products and services.

Researches a broad scope of information sources, printed and electronic; compiles and presents information for use in the preparation and production of communications products/services for external audiences.

Serves as an information focal point on UN-Habitat activities open to accredited press and coordinate media coverage of important events; compiles, produces and distributes to journalists basic information (e.g. The Media Alert) on the wide spectrum of UN-Habitat activities open to the press.

Organizes and executes special events, coordinating with diverse partners and the media to highlight and publicize key events.

Handles administrative coordination in support of special training and other programmes.

Oversees the distribution of audio and video materials; ensures the good management of the video archives, and the proper safekeeping/preservation of historical audio/visual materials.

Serves as the online marketing and promotion coordinator by overseeing the day-to-day marketing activities and ensures successful branding techniques

Assists in the production and editing of video projects, radio programmes, or website projects.

Participates in planning and execution of live broadcasts or recording of programmes.

Assists in the electronic dissemination of programmes; prepares, maintains and updates web page, to include drafting and editing content; uploads files and maintains file structure.

Identifies and prepares new material for inclusion in appropriate web pages.

Assists in the production and editing of content for publication on social media platforms and dissemination online.

Manages updates and further develops internal databases; update website; generates a variety of standard and non-standard statistical and other reports from various databases.

Provides guidance and training to junior staff.

Performs other duties as assigned.

## **Requirements**

### **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.

**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.

## **Education**

High school diploma or equivalent.

Passing the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Successful passing of the Administrative Support Assessment Test (ASAT) in English at the United Nations Headquarters (UNHQ), Economic Commission for Africa (ECA), Economic and Social Commission for Eastern Asia (ESCWA), United Nations Office at Geneva.

## **Work Experience**

A minimum of Seven years of progressively responsible experience in public communication, journalism including social media, international broadcasting, or related area is required.

Experience in managing and producing multi-media materials for a wide range of social media accounts is required.

Experience in developing and implementing social media campaigns is required.

Experience working in public communications in an international organization is desirable.

Experience in producing and disseminating information communications products and services including press releases and video materials is desirable.

1 year or more of experience in data analytics or related area is desirable.

### Languages

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

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