



United Nations Mission in Nepal (UNMIN) VACANCY ANNOUNCEMENT



CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Deadline for applications:
Post title and level:

16 April 2007
**National Public Information Officer (Public Information
Coordination Officer), NO-A/B/C**
Kathmandu Office (1 position)
Communication and Public Information Section

Duty station:
Organizational Unit:

DUTIES AND RESPONSIBILITY:

Reporting to the Chief of Public Information, and under the supervision of the International Public Information Coordination Officer/Deputy of Public Information, the National Public Information Coordination Officer will be responsible for performing the following duties:

- Assist in developing a national strategy for UNMIN public information, in order to complement UNMIN media work with a wider public information and outreach approach;
- Assist in the supervision and strategic direction to the three substantive components of public information production and dissemination, namely Regional Coordination, Radio Production and Production Management;
- Play a lead role in developing public information messages to be produced and disseminated by the three public information components, and ensure coordination between these units so that there is consistency of message, style and quality in all public information products;
- Develop and implement methods to assess the public information needs of target audiences in relation to UNMIN, regularly monitor and evaluate the impact of UNMIN public information programmes in meeting these needs, and develop new programmes and approaches as required;
- Assist in the recruitment and training of staff;
- Assist in identifying specialist public information consultants for particular projects as identified in the public information strategy;
- Identify key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintain working relationships with the same – there will be an emphasis on outreach to traditionally marginalised communities and groups within regional and district communities;
- In consultation with others, identify and propose information opportunities, activities and approaches, taking into account the situation/topic and target audience;
- Provide support to the International Production Officer in liaising with national outsourced public information production partners to ensure editorial and quality control of all outsourced public information products;
- Organize or participate in the organization of conferences, seminars, workshops, meetings;
- Respond to a variety of inquiries and information requests internally and externally;
- Prepare related reports and correspondence;
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Advanced University degree (Master's degree or equivalent), in communication, broadcasting or related field. A first level university degree with a relevant combination of academic qualifications and extensive relevant experience may be accepted in lieu of the advanced university degree.

Experience: At least 5 to 7 years progressively responsible experience in communications, public information or community outreach and education programmes;

Language: Proficiency in English, fluency in oral and written Nepali is essential; knowledge of local languages is an asset.

Other desirable skills:

Adept at development and implementation of public information/community education/ programmes on a broad scale.

Competencies:

- **Professionalism** – Ability to adapt and be innovative as new communications challenges arise;
- **Communication** – Good oral skills and ability to write effectively in English; ability to express complex ideas in clear, simple ways understandable to a general public audience;
- **Planning and Organization** – Ability to manage and plan own work and meet deadlines, and to assist team members in planning, organizing and coordinating their work in order to meet team deadlines;
- **Teamwork** – Good interpersonal skills; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity, and to play a coordinating role in a multi-disciplinary team of communications professionals;
- **Technology awareness** – Fully conversant with rapidly evolving communication technologies. Good computer skills.

Qualified candidates are requested to complete a UN Personal History Form P.11 available on UNMIN webpage <http://www.un.org.np/unmin/docs/personal-history-form-P-11.doc> All applicants are strongly encouraged to submit their application by email mentioning the vacancy title, to the following address: unmin-recruitment@un.org The deadline for the receipt of applications is Monday, 16 April 2007.

Only short-listed candidates will be contacted. Women who are results-oriented and have strong motivation and substantive experience and other excluded groups are strongly encouraged to apply.