



**United Nations Assistance Mission for Iraq (UNAMI)**  
**INTERNAL\EXTERNAL VACANCY ANNOUNCEMENT**

<b>Job Opening No.</b>	<b>195715</b>	<b>Deadline</b>	<b>05/12/2022</b>
<b>Post Title</b>	<b>Public Information Assistant</b>	<b>Level</b>	<b>G6</b>
<b>Organizational Unit</b>	<b>Public Information Office</b>	<b>Location</b>	<b>UNAMI, Mosul</b>
<b>VA date:</b>	<b>21/11/2022</b>		

**DUTIES AND RESPONSIBILITIES**

Under the guidance of the Director of the Public Information Office, supports the development and implementation of the Mission's communication strategy the incumbent will be responsible of the following duties:-

- Provides general office support; responds to information requests and inquiries; process, drafts and finalizes correspondence and other communications; sets up and maintain files/records, organizes meetings, monitors deadlines, etc.
- Assists in the production and delivery of communications products and services; evaluates the result and impact of these products, including providing feedback on the perception of the Mission at the local level.
- Coordinates administrative services, including preparing, monitoring and processing various requisitions, service contracts and payments, vouchers, coordinating special assignments and related travel authorizations, etc.
- Researches a broad scope of information sources, printed and electronic and translate information/news reports when needed – in English and Arabic; compiles and presents information for use in the preparation and production of communications products/services tailored to meet the needs of the clients of the Mission.
- Assists in the electronic/digital dissemination of communication products, obtaining materials of interest to the work of the Mission.
- Provides multimedia coverage (photo/video/audio) for use on the Mission's digital media platforms, when necessary.
- Contributes to the daily Media Monitoring Reports published by the Public Information Office. Serves as an information focal point, helps to coordinate special events and media coverage
- Participates in the planning and coordination of major exhibits and special events as required; liaises with relevant agencies; drafts and edits reports, production schedules, press releases and related texts, and correspondence related to the planning and production of exhibits and special events.
- Coordinates media coverage of important events, liaises with news and publications agencies, public relations firms, etc. to provide advance notice of, and information on, upcoming meetings, briefings and special events and to ascertain coverage.
- Engages with and maintains regular contacts with the local media.
- Contributes to increasing visibility and social media presence on strategic platforms and to the implementation of digital and other media campaigns for events of importance to the Mission
- Assists in the promotion and maintenance of the Mission's visibility in the mainstream media and social media platforms.
- Contributes to the development and implementation of a social media strategy under the guidance of the Head of Digital Media Unit
- Contributes to the creation of web and social media -interest stories, drafts and edits relevant content.

- Identifies and drafts material for inclusion in appropriate digital and social media platforms by: researching various information sources for relevant material and cross-checking information with author offices as required; preparing new pages, incorporating graphics as needed, using appropriate authoring tools and necessary programming languages; preparing and updating index of documents; posting documents on the UN web and/or development servers and ensuring the appropriate directory location; checking and testing for multiple browser support, etc.
- Monitors social media products and media coverage of relevance to the work of the Mission
- Performs other related duties as required.

### QUALIFICATIONS AND EXPERIENCE

**Education:** High school diploma or equivalent is required.

Technical training and certification in journalism or broadcasting, communications, public information, or a particular communications medium is desirable.

**Experience:** A minimum of seven (7) years of progressively responsible experience in national and/or international broadcasting as a radio news writer/producer, communications or public relations is required

Experience in using social media is required.

Experience in drafting press statement, web stories, and various publication in English and Arabic is desirable.

Skills in media monitoring-related work is desirable.

Experience with field reporting is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Arabic is required. Knowledge of Kurdish is desirable..

### UN CORE VALUES AND COMPETENCIES

**Professionalism:** 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.

**Technological Awareness:** Keeps abreast of available technology. Understands the applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Foresees risks and allows for contingencies when planning. Shows willingness to learn new technology.

### APPLICATIONS

This job opening is advertised on the United Nation Secretariat's talent management platform, Inspira. To submit an application, click "Apply Now" after following this link:

<https://careers.un.org/lbw/jobdetail.aspx?id=195715&Lang=en-US>

Only applications submitted through Inspira will be considered for this job opening. Applicants must have an Inspira account to create and submit applications. Staff members are assigned an employee account upon appointment with their index number as the User ID. Other applicants may create an account.

For guidance on building and submitting applications, refer to the "Applicant Guide" available on the

“Manuals” page. To access this page, click “Manuals” on the top of the Inspira homepage after logging into your account.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.