

Job Title : Chief, Communications and Outreach, P5
Department/ Office : Office for the Coordination of Humanitarian Affairs
Location : GENEVA
Posting Period : 22 February 2012-22 April 2012
Job Opening number : 12-PUB-OCHA-22086-R-GENEVA (X)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

This position is located in the office of United Nations International Strategy for Disaster Reduction.

Responsibilities

- Conceptualize, design and execute the overall public information strategy, programme and communication activities for UNISDR.
- Serve as a lead spokesperson for UNISDR; provide technical and policy advice on highly complex public information and communication issues; develop and disseminate best practices.
- Lead and direct a team of information officers; plan and allocated work assignments; coach, mentor, and evaluate staff; participate in recruitment and selection of new staff and in the development of training programs.
- Contribute to development of institutional public relations policies.
- Monitor and assess the overall effectiveness of the UNISDR public information strategy and programmes and make needed changes in approach and technique.
- Provide diverse materials (briefings, speeches, questions and answers), develop or overall see the development of high profile multi-media communications campaigns; set quality and production standards for information dissemination.
- Ensure that communication and outreach programmed activities are carried out in a timely manner and all outputs produced meet required standards, including internal publications and leaflets, statements, speeches, press releases, organization of press conferences and briefings, information campaigns, workshops, etc.
- Direct and supervise all web information of the UNISDR secretariat which includes Internet information content and webcast.
- Establish and sustain partnership and outreach strategies for communications and information on disaster risk reduction.
- Initiate and ensure design of advocacy initiatives and campaigns to promote prevention and risk management.
- Establish and ensure sustainability of a resource centre for disaster risk resilience and prevention knowledge and ensure its access to the public.
- Serve as a Chief Editor for corporate UNISDR documents for example the annual report.

Competencies

PROFESSIONALISM: Ability to define and effectively manage high-profile communications challenges which directly affect the international standing of the Organization; ability to develop, integrate and manage a sizeable communications programme; good understanding of global and regional political trends, public attitudes and varied communication environment; knowledge of the work of the United Nations at large; knowledge of the United Nations public information practices; knowledge of the political, social and economic aspects of risks and prevailing geopolitical realities. **COMMUNICATION:** Speaks and writes clearly and effectively; ability to prepare timely and under pressure press releases and strategic briefing notes; 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. **LEADERSHIP:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing. **VISION:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

Education

Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of ten years of progressively responsible experience in public information, journalism, international relations, public administration or related area.

Languages

Fluency in English (both oral and written) is required; knowledge of French is desirable.

Assessment Method

An essay exercise and a competency based interview.

Special Notice

- Extension of the appointment is subject to the availability of the funds.- Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.- This vacancy is subject to availability of post. Staff members of the United Nations Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

