

Job Title : Public Information Officer, P3  
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat  
Location : INCHEON CITY  
Posting Period : 10 April 2012-9 June 2012  
Job Opening number : 12-PUB-UNISDR-23199-R-INCHEON CITY (X)

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

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### **Org .Setting And Reporting**

This post reports to the Head of Office in Incheon.

### **Responsibilities**

•Ensures a robust communication and information management presence for the UNISDR Office for Northeast Asia and the Global Education and Training Institute (GETI) by ensuring the implementation of information programs to publicize priority issues and/or major events, including drafting information strategies, coordinating efforts regionally and globally, monitoring and reporting on progress, taking appropriate follow-up action and analyzing the outcome. •Undertakes activities to promote media coverage (e.g. press conferences, interviews, press seminars and other special activities) of priority issues and/or major events, to include development of a media strategy and action plan, initiating pro-active media outreach efforts, proposing and arranging press conferences/media coverage, disseminating materials and consulting with press on approach/story angle and other information requests, undertaking appropriate follow-up action and analyzing and reporting on the impact of coverage. •Contributes to the day-to-day running of the UNISDR office for Northeast Asia and the Global Education and Training Institute (GETI) by updating, maintaining, preparing creating, editing, managing and publishing relevant information for the UNISDR corporate website and the Platform of Platforms website (POP) at Incheon. •Produces or oversees production of a specific type or types (e.g. print, broadcast, etc.) of information communications products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio spot program, etc.), to include proposing topics, undertaking research, determining appropriate medium and target audience, preparing production plans, writing drafts, obtaining clearances and finalizing texts, editing copy, and coordinating design approval, printing procedures and distribution. •Generates regular corporate UNISDR communications products including information for events, information for electronic media, and hard media including the UNISDR monthly publication. •Initiates and sustains professional relationships with key constituencies and acts as a focal point on specific issues and transmitting same to selected constituencies. •Provides

guidance to, and may supervise, more junior staff. • Other related duties

## **Competencies**

**Core Competencies:**

- **Professionalism:** Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective campaign strategies and programmes, e.g. campaign management, media operations, marketing and promotion, audience outreach, message targeting. Ability to rapidly analyze and integrate diverse information from varied sources. Ability to identify public affairs issues, opportunities and risks in an international environment. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Knowledge of relevant internal policies and business activities/issues.
- **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 the audience - Demonstrates openness in sharing information and keeping people informed
- **Teamwork:** - Works collaboratively with colleagues to achieve organizational goals - Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others - Places team agenda before personal agenda - Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position - Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
- **Creativity:** - Actively seeks to improve programmes or services - Offers new and different options to solve problems or meet client needs - Promotes and persuades others to consider new ideas - Takes calculated risks on new and unusual ideas; thinks "outside the box" - Takes an interest in new ideas and new ways of doing things - Is not bound by current thinking or traditional approaches
- **Technological Awareness:** - Keeps abreast of available technology - Understands applicability and limitations of technology to the work of the office - Actively seeks to apply technology to appropriate tasks - Shows willingness to learn new technology

## **Education**

Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration or related area. 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 five years of progressively responsible experience in public information, journalism, web content management or related field.

## **Languages**

Fluency in English (both oral and written) is required.

## **Assessment Method**

A competency based interview and an essay exercise.

**Special Notice**

Extension of the appointment is subject to the availability of the funds.

**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.