

Posting Title : PUBLIC INFORMATION OFFICER, P4
Job Code Title : PUBLIC INFORMATION OFFICER
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat
Location : BANGKOK
Posting Period : 1 December 2014-16 December 2014
Job Opening number : 14-PUB-UNISDR-38785-R-BANGKOK (E)

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

Special Notice

This post is funded from project funds and extension is subject to availability of funds.

Org .Setting And Reporting

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has over 100 staff located in its headquarters in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the Organisation of the Global Platform for Disaster Risk Reduction. This position is located in the UNISDR Regional Office in Bangkok and the incumbent reports to the Head of Regional Office.

Responsibilities

Takes the lead in strategy, planning, development and implementation of UNISDR public information programme for the Asia Pacific region, works with internal and external partners to develop ways to implement campaigns system-wide and to incorporate UNISDR themes and messages into all relevant events and products. Identifies sources and seeks funding and

other assistance for major campaigns. Provides advice and expertise to UNISDR managers, senior officers and other public information staff on a range of public affairs and media issues, methods, and approaches; anticipates and resolves communications/public relations issues/problems. Develops strategic partnerships with key constituencies in the Asia Pacific region to elicit support for and maximize impact of promotional objectives; serves as a spokesperson/principal liaison to media organizations, governmental bodies, national groups, private sector organizations, educational organizations, international organizations, etc. Create a robust media network with key communications and media constituencies in the region to enhance media engagement in disaster risk reduction. Prepares or oversees preparation of a diverse range of information communications products in support of major campaign initiatives. Evaluates results and impact of communications activities; reports on developments, trends and attitudes regarding the UNISDR. Represents the institution in meetings and conferences; fulfills speaking engagements and makes presentations to groups on UNISDR activities and advocate issues of concern; organizes media coverage and arranges for media contacts, briefings, interviews; organizes seminars, lectures, conferences, public events on major issues and events concerning the organization. Builds information networks; plans and oversees maintenance of publicly accessible information materials on the UNISDR; plans and develops outreach activities. Manages publications programme; produces materials for print/electronic/voice/visual media. Assists in the day-to-day operation of the regional office to include participating in coordination of substantive and administrative activities, interpreting and disseminating policy, providing procedural advice, improving reporting systems, handling operational and administrative queries, preparing budget submissions, establishing and/or coordinating training programmes and monitoring and evaluating results. May coordinate and direct a team of public information staff and/or mentor and supervise the work of junior officers on specific projects. Performs other duties as required. Work implies frequent interaction with the following: Senior public information officers, operations staff and other specialists and senior managers throughout the UN, and senior officials of organs and agencies of the UN system. Translators, designers, printers. Bureau Chiefs, editors, journalists for major news media. Senior officials of international, regional and national organizations, senior officials in government bodies and agencies, non-governmental organizations, businesses, academia and other areas of civil society. Results Expected: Provides sound advice and services in dealing with substantive matters concerning public information operations. Develops and implements a creative approach to major communications campaigns and ensures effective design and delivery of information products in accordance with overall objectives and policies. Serves as an effective spokesperson, and forms strong partnerships with relevant parties involved to engender support for and advance the institution's public information agenda.

Competencies

Core Competencies:- Professionalism: -Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field disaster risk reduction. -Ability to identify issues, analyze and participate in the resolution of issues/problems. -Ability to conduct data collection using various methods. -Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. -Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. -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 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 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 Accountability: -Takes ownership of all responsibilities and honours commitments -Delivers outputs for which one has responsibility within prescribed time, cost and quality standards -Operates in compliance with organizational regulations and rules -Supports subordinates, provides oversight and takes responsibility for delegated assignments -Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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 two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

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

Background/familiarity with disaster risk reduction, climate change adaptation and/or sustainable development is required. UN experience, including field work experience desirable.

Languages

Fluency in English, (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

United Nations Considerations

Job openings posted on the Careers Portal are taken off at midnight (New York time) on the deadline date. Applications are automatically pre-screened according to the published evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application. Applicants are urged to follow carefully all instructions available in the online recruitment platform, Inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" on the upper right side of the browser on Inspira. 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. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.