

Posting Title : Associate Website Officer, NOB  
Job Code Title : Associate Website Officer  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 6 May 2021-4 June 2021  
Job Opening number : 21-Public Information-UNIFIL-154230-R-NAQOURA (M)  
Staffing Exercise : N/A

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

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

This position is located in the Strategic Communications and Public Information Section, United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Chief of section or his/her designate.

### **Responsibilities**

1. Under the supervision of the Public Information Officer and the overall guidance of the Chief of Public Information, contributes to the development and implementation of the mission's web communications strategy: a) Supports the design and development of the UN mission's digital presence and maintains its website as well as social media platforms. Coordinates and updates web content in all of the Mission's official languages working closely with media relations and production units. b) Ensures regular updates to the website and social media platforms by drafting contents and with timely updates in line with supervisor's guidance. Drafts webbased products that adhere to the common field-based websites approach and brand guidelines. c) Contributes to the design and development of the website in consultation with the UNHQ-based Web Editorial Board. d) Identifies opportunities to feature the Mission's work on digital platforms in order to increase traffic to the website and social media channels. 2. Acts as the website and social media focal point and coordinates with national partners to promote campaigns.a) Under the supervision of the Public Information Officer, contributes to partnerships by working closely with relevant local parties to maximize impact of web and digital campaigns. b) Conducts preliminary review of contributed content and supports strategic planning and global campaigns and initiatives. c) Assists in the development of knowledge management tools and contributes to solutions involving software, hardware, and technology related training needs. 3. Quality control of the mission's digital platforms and user support. a) Monitors and responds to user comments, queries, and error reports relating to the Mission's website and social media. b) Checks website for link integrity, updated information, accessibility and technical problems. c)

Monitors site traffic, growth and trends of the Mission's digital platforms through utilization of Search Engine Optimization best practices and web analytics to support the evaluation, and suggestions for development and promotion of the website, social media and digital communication campaigns. d) Advises on intranet design requirements and ensures that it is updated with the latest information. e) Working in coordination with the Public Information Officer, prepares periodical reports on analytics and trends and presents them.4. Promotes and maintains the Mission's social media presence. a) Assists in the development and implementation of a social media strategy; updates and maintains the Mission's social media accounts to improve outreach on social media platforms. b) Monitors discussions of relevance on the Mission on various social media platforms. c) Increases social media presence on strategic platforms and takes lead in implementing Mission-specific as well as global digital campaigns.d) Keeps abreast of a range of relevant social media platforms that contributes to the mission's online presence. 5. Performs other related duties as required.

### **Competencies**

**Professionalism:** Knowledge of all aspects of the design, development, management, implementation and maintenance of complex web projects using web content management systems and technologies; Demonstrated in-depth knowledge of in the software development lifecycle, including functional and technical requirements, coding, debugging, testing, release and operation support; Advanced knowledge in developing content in Drupal core modules, contributed modules, and custom modules; Strong analytical skills and ability to rapidly analyze, strategize and integrate diverse information from various multimedia and digital sources. Shows pride in work and in achievements; 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.**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.**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; demonstrates openness in sharing information and keeping people informed; excellent drafting ability and communications skills, both oral and written; tailors language, tone, style and format to match audience; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful.

### **Education**

Advanced university degree (Master's degree or equivalent) in International Affairs, journalism, communication, computer Science, web design or related area. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of two to three years of progressively responsible experience in website

development and management and in social media channels administration is required. A minimum of two to three year of experience with social/digital networking tools, designing and writing for the web is required. Proficiency in website creation software, HTML, ASP, CSS and JavaScript is required. Experience in graphic design for print and digital mediums, Photoshop, Illustrator and In-Design is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Arabic (both oral and written) is required; knowledge of French is desirable.

### **Assessment**

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

### **Special Notice**

Recruitment against this position is on a local basis. Candidates for positions in the National Professional Officer categories must be Lebanese nationals. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment,

United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **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.