



Internal / External Job Opening

Date: 01 November 2016

Job Opening No. : **JO/2016/037**
Section : **Public Information Office**
Functional Title : **Public Information Assistant**
Post level : **GS-4 (One Post)**
Duty Station : **Naqoura**
Deadline for receiving applications: **14 November 2016**

Duties and Responsibilities:

Under the direct supervision of the Media Monitoring Unit Team Leader, the incumbent carries out the following duties:

- Screen news from a broad of scope of media sources – print, electronic and internet – setting priorities in relation to UNIFIL’s mandate and activity; translate and summarize the information in English for the preparation of press summaries.
- Keep abreast of developments relevant to UNIFIL, particularly in the news media, and provides regular feeds of breaking news and developing stories to the Team Leader on a 24/7 basis.
- Monitor, Translate and transcribe relevant news features and special programs in the broadcast media as well as interviews / press briefings by UNIFIL spokespersons / other official and present written transcripts in English on tight deadlines.
- Translate official UNIFIL press release and statements from English to Arabic and disseminate the same to media representatives and other relevant agencies.
- Translate (English/Arabic) articles from various sources, internal and external, for UNIFIL publications, TV/Radio scripts as well as for UNIFIL web products.
- Provide interpretation services (English/Arabic) during public events, official meetings, press briefings and interviews.
- Process and translate official correspondence to/from media and other external agencies.
- Assist in the organization of press briefings and media events.
- Perform other duties as required.

Qualifications and Requirements:

- High School Diploma or equivalent is required.
- Minimum of three years of experience in the field of public information or journalism is required. Grounding in socio-political issues pertaining to UNIFIL’s area of operations and local media dynamics is desirable.
- Excellent command of written and oral Arabic and English.
- Good Computer Skills.

- Candidates must have passed the United Nations Administrative Support Assessment Test (ASAT) or an equivalent / appropriate locally-administered test at Offices Away from Headquarters.

Core Competencies:

- **Professionalism:** Knowledge of relevant UN rules, regulations, administrative procedures, policies and directives, and of inventory and control guidelines, directives and procedures. 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; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- **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.
- **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.

Instructions for Submission of Applications and Relevant Documents (choose only one):

Submit a **fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- Via e-mail to unifil-recruitment@un.org

Important notes:

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.