



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	UNRCCA/002/2018	Deadline	25 march 2018
Post Title	Public Information Assistant	Level	GS-5
Organizational Unit	Political Affairs Unit/UNRCCA	Location	Ashgabat, Turkmenistan
VA Date:	05 March 2018	Period of Appointment	Initial period of one-year with possibility of further extension, subject to the mandate and/or availability of funds

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Senior Political Affairs Officer, the incumbent will be responsible for the following duties:

- Provides general office support; responds to complex information requests and inquiries; processes, drafts and finalizes correspondence and other communications; sets up and maintains files/records, organizes meetings, monitors deadlines, etc.
- Coordinates administrative services, including preparing, monitoring and processing various requisitions, service contracts and payment vouchers, coordinating special assignments and related travel authorizations, etc.
- Provides specialized assistance to officers in the production and delivery of information communications products and services.
- Manages, updates and further develops internal databases; updates web site, to include drafting and editing content; assists in design, development and maintenance of Internet applications; generates a variety of standard and non-standard statistical and other reports from various databases.
- Researches, compiles and presents basic information for use in the preparation and production of communications products/services.
- Serves as photographic assistant by producing digital imaging, producing photo prints, and serving as back-up photographer; write captions for UN photos.
- Coordinates media coverage of important events; liaises with news and publications agencies, public relations firms, UN photographers, etc. to provide advance notice of, and information on, upcoming meetings, briefings and special events and to ascertain coverage requirements; coordinates technical arrangements and organizes and allocates space for visiting news, photo, TV and film personnel; evaluates and processes applications for UN security clearances/accreditations.
- Participates in the planning and coordination of major exhibits; liaises with relevant departments/agencies; drafts and edits reports, production schedules, press releases and related texts, and correspondence related to the planning and production of exhibits.
- Using relevant computer software, creates designs in appropriate format for promotional and other material, e.g. brochures, presentational materials, announcements, video and audio cassette covers and catalogues, etc.; ensures that photos, graphics, etc. are appropriate and conform to UN standards for print materials.
- Ensures availability and appropriate packaging of products for distribution at special events, exhibits, conferences, media functions, etc.
- Assists in the production and editing of video/film projects, radio programmes or website projects; tracks all production material; produces scripts, cue cards, etc., selects and catalogues sound and visual materials for inclusion in productions, and obtains requisite clearances and copyrights; coordinates scheduling of commercial and internal production facilities; directs studio recordings and/or evaluates audio quality of recordings for inclusion in programmes.

- Monitors the performance of digital audio workstations and other computer-based editing systems with respect to proper digital file management; review entries, file storage, retention and deletion practices to ensure consistent application of basic guidelines; identifies problems/issues and liaises with appropriate personnel for their resolution.
- Identifies and prepares new material for inclusion in appropriate web pages by: researching various information sources for relevant material and cross-checking information with author offices as required; retrieving and downloading pertinent documentation and other information in requisite programming languages for Web format or inserting into database after determining appropriate categorization; preparing new pages, incorporating graphics as needed, using appropriate authoring tools and necessary programming languages; preparing and updating index of documents; posting documents on the UN web and/or development servers and ensuring the appropriate directory location; checking and testing for multiple browser support, etc.
- Provides guidance/training to junior staff.
- Performs other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent.

Experience: A minimum of five (5) years of progressively responsible professional experience in public communication, international broadcasting or related area.

Languages: Fluency in English and Russian, (both oral and written) is required; knowledge of Turkmen is desirable.

Other Skills: Experience with field reporting is desirable. Hands-on practical experience in digital sound editing, Internet research and electronic posting is an asset.

UN CORE VALUES AND COMPETENCIES

Professionalism: Ability to maintain accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. Practices discretion and observes confidentiality. 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.

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 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; Tailors language, tone, style, and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honors commitments, delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules;

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing

developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps a client informed of progress or setbacks in projects; Meets timeline for delivery of product or services to client.

APPLICATIONS

Interested candidates should accurately complete, sign and date the attached United Nations Personal History form (P.11) and forward it electronically to the following e-mail address: bernovskaya@un.org or may submit/deliver their applications in a sealed envelope to the address: **43 Archabil Avenue, Ashgabat, 744036, Turkmenistan.**

Important: Applicants should indicate Vacancy Announcement Reference Number and Post Title on the email subject line, if/when submitting electronically and/or on their Cover Letter, if/when the application is submitted/delivered in person to the address mentioned above.

Incomplete P.11 forms will not be accepted. Please note that any information provided on the P.11 form will be considered binding. The selected candidates may be subject to a reference checks process to verify the information provided in the P.11 form.

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the Vacancy Announcement

Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.

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.