



UNITED NATIONS
ECONOMIC COMMISSION FOR AFRICA

Ref.: HRSS/12/01/0128

TEMPORARY VACANCY ANNOUNCEMENT

P-3 TVA Grade Level	Information Officer Functional Title
ICS/OES/UNECA Department/Office/Division	
Information Management Occupational Group	
GS, P2, P3 and External Open to (Current Grade of Applicant)	2 February 2012 Deadline (DD/MM/YYYY)

Service/Section	ICS/OES	Estimated Starting Date	Immediately
Duty Station	Addis Ababa	Possibility of Extension	YES
Duration	Six months	Open to External Candidates?	YES
Date of issue	25/01/2012		

This post is located in the Economic Commission for Africa in Addis Ababa, Ethiopia. Under the direct supervision of the Chief Information and Communication Service/ Office of Executive Secretary. The incumbent will be responsible for the following functions:

DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Conceptualize, plan, execute, monitor and evaluate communication strategies in support of the substantive programmes of the ECA. • Work with ICS' client ECA divisions to develop ways to implement effective complex communications campaigns on their key priorities and programmes. • Provide research, analysis and advice to client divisions and senior officers on communications tools, methods and approaches relevant to ECA's priorities and programmes. • Develop strategic partnerships with key constituencies including media to elicit support for and maximize impact of key objectives. • Plan, develop and prepare outreach activities and produce and distribute information communications products for target audiences, including feature articles, press releases, press kits, reports, brochures, booklets, backgrounders, speeches and briefing materials for senior officials, audio-visual materials, radio spot programmes, newsletters, podcasts and other web content. • Develop media strategies and action plans, initiate pro-active media outreach efforts, propose and



organize press conferences/media coverage and interviews, disseminate materials and consult with media on approach/story angle and other information requests, and undertake appropriate follow-up action.

- Organize or participate in the organization of conferences, seminars, lectures, exhibitions and public events on key issues.
- Contribute to the design of outreach strategies for flagship publications and in collaboration with relevant teams and sections, ensure timely and impact launching and dissemination of ECA's major outputs.
- Repackage key flagship publications messages for target audiences through articles, press releases, audio-visual materials, radio spot programmes, web content such as podcasts, etc
- Analyze, evaluate and report on the impact of communications activities.
- Represent the institution in meetings and conferences and fulfill speaking engagements to groups on ECA's activities advocating issues of concern.
- In consultation with others, establish communities of practice and issues-based
- Respond to a variety of inquiries and information requests internally and externally; prepare related correspondence.
- Perform other functions assigned by the Chief of ICS.

COMPETENCIES

Professionalism – Strong communication research and analytical skills and ability to rapidly analyse and integrate diverse information from various sources; up-to-date knowledge of current topics and issues and ability to identify public opportunities and risks in an international environment; proven ability in news gathering, writing and editing to very tight deadlines; thorough knowledge of the UN system and keen awareness of political sensitivities of inter governmental processes; understanding of, and experience in, dealing with the media; understanding of the publications cycle, including dissemination through the use of new media tools ; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of programmatic activities.

Client orientation: Ability to identify needs of target audience and propose appropriate solutions, and establish and maintain effective relationships with outside collaborators and other contacts.

Teamwork: Good interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environments and to maintain effective working relations with people of different national and cultural backgrounds. Ability to gain assistance of others in a team endeavour.



QUALIFICATIONS

Education:

Advanced university degree (Master degree or equivalent) in communications, journalism, public relations or related fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Experience:

Minimum of five years experience in journalism, communications or public relations, including experience at the international level is required. Experience in the context of African socio-economic development highly desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and/or French is required. Knowledge of another official UN language is an advantage.

Other skills:

Familiarity with knowledge management tools and practices is required.

DOCUMENTS REQUIRED:

1.	Cover Letter
2.	Personal History Profile (PHP)
3.	Signed PAS (Period: 2010-2011 or latest available)
4.	Other Supportive Documents

ALL SUBMISSIONS TO BE SENT TO:

Contact Name:	Mr. Amareswara Rao, Chief Human Resources Services Section	Email Address: RecruitmentGPost@uneca.org
cc:	Ms. Kibebe Tesfaye, Human Resources Assistant Human Resources Services Section	Email Address: ktesfaye@uneca.org RecruitmentGPost@uneca.org

Note:

The selection for this position is for a limited period and has no bearing on the future incumbency of the post.

For information on the provision for special post allowance, please refer to ST/AI/1999/17.

Please note that applications received after the deadline will not be accepted.