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MINUSCA – PORTE-PAROLE

Organisme employeur
MINUSCA

Type de poste
Temps plein

Lieu du poste
Bangui, Centrafrique

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Responsabilités
Within delegated authority, the Spokesperson will be responsible for the following duties: • Media relations including: Giving on-record and background press briefings and interviews to national and international media; conceptualizing, developing, updating and executing a media strategy and work plan, including utilizing digital and multimedia platforms as part of the strategy; advising the Head of Mission and senior leadership on media strategy and approach; developing and implementing a system of daily media monitoring and bulletins to meet the needs of the Head of Mission and senior leadership; drafting and issuing press statements and press releases as necessary; establishing and maintaining a cooperative relationship with local and international journalists; arranging interviews and/or background briefings with senior mission officials and facilitating the daily work of journalists covering the mission; facilitating media visits to the mission area; responding in a timely fashion to disinformation that could impact negatively on the public perception of the Mission and/or the mission's leadership; conceptualize and implement timely communication strategies in reaction to crisis situations. • Coordinate activities and share guidance with relevant departments and units at UNHQ and regional offices. • Maintain close contact by sharing information and coordinating messaging with the leadership and all components of the Mission, Agencies, Funds and Programmes, the UN Country Team and the UN Country Group, to keep abreast of all substantive and strategic issues. • Produce and share key messaging, press activities and guidance with other sections of the Public Information Unit as part of daily functions as well as fulfill strategic objectives and implement the Mission's overall communications plan. • Gather accurate and up-to-date information on mission activities and priorities and prepare press materials and official statements on behalf of the mission. • Ensure that, in addition to traditional media sources, messages are distributed utilizing digital and social media to disseminate information and engage in digital communications, including such platforms as websites, Facebook, Twitter and emerging interactive platforms. • As directed, provide support to other work streams of Public Information Unit, notably internal communications and external campaigns, including review and clearing of internal communications platforms such as iSeek and POINT stories for the Mission. • Represent the mission in public forums, conferences and events and fulfill speaking requirements. • Liaise with counterparts in the Government and diplomatic community, local authorities, civil society, media associations and other key constituencies to ensure key messages are conveyed and support communications campaigns • Management, including participating in recruitment, supervision and evaluation of staff as appropriate. • Design, submit and allocate the budget as appropriate; identify extra-budgetary funding and resources in support of communications activities and forge external partnerships; Managing a team of media relations staff to the specific conditions of each mission, including coordinating functions such as media accreditation, news monitoring and analysis of media trends, respond to media and public inquiries. • Develop and implement a capacity-building plan for media relations staff, especially national staff, where appropriate. Advise and support mission leadership in media skills development, as appropriate. • Perform other duties, as assigned.

Études
An advanced university degree (master's or equivalent) in communications, international relations, broadcasting, social sciences or other related fields is required. A first level university degree combined with an additional two years of

qualifying experience may be accepted in lieu of an advanced university degree.

Job – Specific Qualification

Not available.

Work Experience

At least 10 years of progressively responsible experience in strategic communications, public information, or media, including management, in large multicultural institutions is required. Experience working as a spokesperson or in a similar role in a peacekeeping operation or a comparable international organization is required. Experience providing services in the field of strategic communications, public information, or media to or in conflict and/or post conflict environment is desirable.

Qualifications

Professionalism: knowledge of programme planning and related management practices as well as familiarity with UN administrative procedures, rules and regulations, specifically human resources, budgetary and procurement matters. 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. 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 decisions, 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. Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary. Leadership : Serves as a role model that other people want to follow; Empowers others to translate vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement, does not accept the status quo; Shows the courage to take unpopular stands; Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

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