



UNAKRT

United Nations Assistance to the Khmer Rouge Trials

VACANCY ANNOUNCEMENT

**Associate Public Information Officer
(Digital Content)
NO-B**

<u>Vacancy Announcement Number:</u>	22/CMS/NO/02
<u>Functional Title and Grade:</u>	Associate Public Information Officer (Digital Content), NO-B
<u>Department/Service:</u>	Court Management Section (CMS)
<u>Remuneration:</u>	Starting from US\$ 49,523 gross per annum, depending on relevant background and experience.
<u>Number of Positions:</u>	One (1). This is a temporary position and will be available as soon as possible up to 31 December 2022
<u>Duration:</u>	The initial temporary appointment is up to 31 December 2022. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.
<u>Deadline for Applications:</u>	20 May 2022

APPOINTMENT WILL BE MADE ON A LOCAL BASIS
CANDIDATES UNDER SERIOUS CONSIDERATION MAY BE REQUESTED TO PASS TESTS
AND/OR TO TAKE AN INTERVIEW

United Nations Core Values: Integrity, Professionalism, Respect for Diversity.
Candidates will be expected to move periodically to new functions throughout their careers
and are subject to the assignment by the Secretary-General to any of the activities or offices of the United Nations.

Organizational Setting and Reporting Relationships:

Under the applicable law, and in accordance with the terms of the Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) have jurisdiction to try senior leaders and those who were most responsible for the crimes and serious violations of Cambodian penal law, international humanitarian law and custom, and international conventions recognized by Cambodia, during the period of the Khmer Rouge regime from 17 April 1975 to 6 January 1979.

While the ECCC is established as a national institution, the Royal Government of Cambodia sought the technical assistance of the United Nations in operating the Extraordinary Chambers. In Resolution A/57/228 and A/57/228B, the General Assembly approved the involvement of the United Nations and endorsed the agreement outlining the arrangements between the two parties. The United Nations Assistance to the Khmer Rouge Trials (UNAKRT) was established in 2005 to provide on-going technical, operational and logistical support to the Royal Government of Cambodia in all aspect of the ECCC's operations.

To learn more about UNAKRT, please visit our website: <http://www.unakrt-online.org>.



As part of the ECCC's taskforce on residual projects, the incumbent works closely with the Court Management Section and Public Affairs Section, and reports to the UNAKRT Programme Management Officer.

Responsibilities: Within delegated authority and depending on location, the Associate Public Information Officer may be responsible for the following duties:

- Drafts and/or compiles media and information communications products for target audiences, including websites and social media, audio/visual and interactive content, press releases, media packets and reports, brochures, newsletters, etc.
- Organizes the production, editing and upload/distribution of information to improve user interfaces (UI) and experiences (UX), and supports the dissemination of information regarding the ECCC.
- Tracks, researches and analyzes information on assigned topics/issues; gathers information from diverse sources and helps to assess impact, public awareness, as well as to evaluate the effectiveness of information campaigns.
- In consultation with others identifies and proposes information dissemination opportunities, activities and approaches, taking into account the situation/topic and target audience.
- Identifies key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintains working relationships with the same.
- Participates in the organization of outreach, conferences, workshops, seminars, press briefings, interviews, etc.
- Performs other duties as assigned

Results Expected:

Contributes to institutional public communication efforts through good research, analysis of assigned topics and timely preparation and distribution information products to target audiences. Effectively organizes media events, conferences, etc. Consistently applies appropriate policies, guidelines and procedures. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

Competencies:

- **Professionalism:** Ability to plan, execute and monitor public communication campaigns, e.g. campaign management, market research, message targeting, impact evaluation. Ability to research and analyze issues and topics related to current events. Ability to draft and compile a variety of written communication products in a clear, concise style. Ability to interact with the public to build and maintain effective business connections. 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.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.



Qualifications:

Education: Advanced university degree (Master's degree or equivalent degree) in communication, journalism/photojournalism, design/graphic design, creative arts, international relations, public administration or related field. A relevant first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of two years of progressively responsible experience in public information (specifically digital content management), journalism, international relations, public administration or related area is required.

Experience working with Adobe Creative Suite/Cloud (e.g. InDesign, Photoshop) is required.

Experience working with Drupal and/or other content management systems (CMS) is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Khmer is required. Knowledge of French is desirable.

Special Notice

Appointment against this position is limited to the United Nations Assistance to the Khmer Rouge Trials (UNAKRT). Issuance of appointment is contingent upon availability of funds and extension of mandate.

This vacancy is open for Cambodian nationals only. Qualified women are encouraged to apply.

Appointment against this post is on a local basis; candidates shall be Cambodian nationals and will be recruited in the country or within commuting distance of the UNAKRT office. If no suitable local candidate is identified, Cambodian nationals residing elsewhere may be considered, in which case the candidate would be responsible for any costs related to travelling and relocating to Phnom Penh in the event of an employment offer.

Locally recruited General Service staff members applying for this post must meet the minimum requirements, including academic qualifications and years of relevant experience. Relevant experience in the General Service category at G-6 and G-7 levels may count towards experience requirements.

This is a temporary position and will be available as soon as possible up to 31 December 2022, initially. Any extension of appointment is subject to the mandate of UNAKRT, satisfactory performance and availability of funds.

Should a current General Service staff member be selected for this temporary position, he/she will be on a temporary assignment and may be granted a special post allowance (SPA), in accordance with ST/AI/1999/17.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.



Assessment Method

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

HOW TO APPLY:

Candidates are requested to complete the "Personal History Form" (P.11) available on the UNAKRT Website at http://www.unakrt-online.org/06_recruitment.htm, and submit it, in duplicate, mentioning the vacancy announcement number, to the Personnel Section, UNAKRT, to the following email address unakrt-jobs@un.org

Applications received after the deadline will not be accepted.

Due to the high volume of applications, no letters of acknowledgment will be sent. Only candidates under serious consideration will be contacted. Only the selected candidate will be notified of the result of the competition.

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