

Job Opening

Job Title, Level:	Associate Public Information Officer (Digital Content), NO-B
Department/Office:	Court Management Section (CMS) / UNAKRT
Remuneration:	Starting from US\$ 49,523 gross per annum, depending on relevant background and experience.
Number of Positions:	One (1). This is a fixed term position.
Duration:	The initial fixed term appointment is up to one year, commencing 1 January 2023 subject to budgetary approval. Extension of the appointment is subject to mandate and/or the availability of funds.
Location:	Phnom Penh, Cambodia
Posting Period:	15 December 2022
Job Opening number:	22/CMS/NO/02

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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

Org. Setting and Reporting:

Under the applicable law, and in accordance with the terms of the Addendum to the Agreement between the United Nations and the Royal Government of Cambodia, the Extraordinary Chambers in the Courts of Cambodia (ECCC) are vested with residual functions upon the completion of proceedings under Article 1 of the Agreement. Residual functions shall continue to be carried out for an initial period of three years, and include, *inter alia*, disseminating information to the public regarding the Extraordinary Chambers.

While the Extraordinary Chambers are established as a national institution, the Royal Government of Cambodia sought the technical assistance of the United Nations in operating the ECCC. 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 ongoing 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>.

This position 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 analyses 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, considering 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 analyse 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.

Qualification:

Education: Advanced university degree (Master’s degree or equivalent degree) in communication, journalism/photojournalism, design/graphic design, creative arts, international relation, 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.

Work 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 (InDesign, Photoshop, etc) is required.

Experience working with Drupal, WordPress or other content management systems is desirable.

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

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://unakrt-online.org/recruitment>, 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 acknowledgement will be sent. Only candidates under serious consideration will be contacted. Only selected candidate will be notified of the result of the competition.

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 candidate is identified, Cambodian nationals residing elsewhere may be considered, in which case the candidate would be responsible to any cost related to traveling 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 the requirements, including academic qualification and years of relevant experience. Relevant experience in the General Service category at G-6 and G-7 levels may count towards experience requirements.

The initial appointment is for a period of one year. Extension of appointment is subject to satisfactory performance and availability of funds.

United Nations Considerations

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.

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.