

Posting Title:	National Information Officer, NO-B
Department/Office:	Department of Public Information
Location:	DAR ES SALAAM
Posting Period:	17 August 2016 - 18 September 2016
Job Opening Number:	UNIC-2016-009
Contract:	Fixed-Term
Duration:	One year, with the possibility of an extension

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

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**Special Notices**

This job opening is open to nationals of Tanzania only. Appointment against this post is on a LOCAL basis, with NO entitlement to travel or any other international benefits. Should there be a need for examination, the candidate will be responsible for any travel expenses incurred. Staff members are subject to the authority of the Secretary-General and to assignment by him or her.

**Organizational Setting and Reporting**

This position is located in the United Nations Information Centre (UNIC) in Dar es Salaam, within the Information Centres Service (ICS), Strategic Communications Division (SCD), Department of Public Information (DPI).

The UNIC Dar es Salaam is the principal source of information about the United Nations system in Tanzania and is responsible for promoting public understanding and support for the aims and activities of the United Nations by disseminating UN information materials; engaging local and regional partners; and, overall, bringing the United Nations closer to the people it serves.

The incumbent is under the direct supervision of a Public Information Officer and the overall supervision of a Chief of Section in ICS. At the local level, he or she is accountable to the United Nations Resident Coordinator (UNRC).

**Responsibilities**

Within delegated authority, the incumbent is responsible for the following duties:

- Takes a leading role on communications issues within the United Nations Country Team (UNCT) by convening and/or serving as the secretariat for the United Nations Communications Group at the country level in consultation with SCD senior managers at Headquarters and the UNRC.

- Develops and implements a communications strategy for Tanzania by adapting the global UN message for local audiences, in consultation with the UNCT and/or other partners. To this aim, the incumbent will produce/oversee the production of print information materials in English for a local audience; propose topics, undertakes research, determine the appropriate medium and target audience, prepare production plans, write drafts, obtain necessary clearances and finalize texts, edit, copy, and coordinate design approval, printing procedures and distribution. He or she will also ensure the implementation of a communications strategy on the local and regional levels to publicise United Nations priority issues and/or major events, to include coordination efforts with partners, monitoring and reporting on progress, taking appropriate follow-up action, and analysing the outcome.
- Monitors and analyses current events, public opinion and press coverage, identifying issues and trends, and advises the DPI at Headquarters and the UNCT on appropriate action/responses.
- Conducts media outreach, including development of media strategies and action plans, initiating pro-active media outreach efforts; maintains contacts with national and regional media in Tanzania, disseminates information materials to the media, places op-eds and arranges interviews, organizes press conferences and briefings, monitors press coverage of UN issues; consults with press on approach/story angle and other information requests, undertakes appropriate follow-up action and analyses and reports on the impact of coverage.
- Maintains contacts with key civil society partners at the national and regional level, including UN associations, and undertakes joint projects with them; initiates and sustains proactive professional relationships with key constituencies in Tanzania. Conducts educational outreach, including the organization of regional Model UN conferences.
- Maintains web sites and social media accounts in English. Monitors programme output of the UNIC Dar es Salaam and reports to the ICS on a monthly, quarterly, annual and ad hoc basis.
- Performs other functions and special duties, as required by senior managers, including undertaking speaking engagements and participating in seminars.

### Competencies

- **PROFESSIONALISM:** Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective campaign strategies and programmes, e.g. campaign management, media operations, marketing and promotion, audience outreach, message targeting, especially in Tanzania. Ability to rapidly analyse and integrate diverse information from varied sources. Ability to identify public affairs issues, opportunities and risks in an international environment. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Knowledge of relevant internal policies and business activities/issues. Knowledge of tools and infrastructure used to support communication and public information initiatives, including traditional and social media equipment and systems, e.g. content management systems, mainstream social media platforms, multimedia editing/production equipment, etc. Ability to

produce a variety of written communications products in a clear, concise style. Ability to deliver oral presentations to various audiences. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **MANAGING PERFORMANCE:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

### **Education**

A first-level university degree (Bachelor of Arts or equivalent) in communications, journalism, public information or a related field is required.

### **Work Experience**

A minimum of three years of progressively responsible experience, including experience in managing contacts and networking with the media, non-governmental organizations, government officials, international and national organizations, business groups, civil society, etc. in Tanzania is required. Demonstrated experience in public information and/or public relations and/or experience as part of a strategic communications team and proven skills in public speaking are required. Experience in journalism is desirable. Experience working with the United Nations or a comparable international organization in Tanzania is desirable.

## Languages

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

## Assessment Method

Evaluation of qualified candidates may include an assessment exercise, which may be followed by a competency-based interview.

## United Nations Considerations

Applications are screened according to the published evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application.

Applicants are urged to follow carefully all instructions available as explained in the documents linked from the “How to Apply” section below.

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. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

## 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.**

## How to Apply

Visit <http://sites.unicnetwork.org/careers/how-to-apply/> for detailed application instructions.