



International Criminal Tribunal for the former Yugoslavia

PUBLIC INFORMATION ASSISTANT (Editor), G-6

DEADLINE FOR APPLICATIONS	: 22 January 2016
DATE OF ISSUANCE	: 21 December 2015
OFFICE	: Registry/Communications Section
VACANCY ANNOUNCEMENT	: 2015/ICTY/REG/CS/015-GS

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

Organizational setting and Reporting:

This position is located in the Communications Section of the Registry under the supervision of Head of Media Office/Spokesperson to the Registry and Chambers.

RESPONSIBILITIES

Draft, edit, and finalize a variety of external and internal communications documents including, press releases and advisories, weekly press briefing notes, external publications, responses to media interview questions.

Revise and proofread all other written material produced by Communications Section.

Respond to a variety of inquiries and requests for information/documents from the press and other agencies.

Maintain and update mailing lists; distribute information material to the media and public. Provide specialized assistance and coordination of press briefings and other special events open to media; liaise with media personnel and provide notice of, and information on upcoming events.

Evaluate and process accreditations of press media and other key constituents.

Provide specialized assistance to officers in the composition and dissemination of all ICTY information communication products and services for the press and general public.

CORE COMPETENCIES

- **Professionalism** - Knowledge of policies, processes and procedures related to the communication, production and dissemination of public information. 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. 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. Ability to work autonomously and independently produce advanced draft versions of a variety of communication products
- **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 the audience; demonstrates openness in sharing information and keeping people informed; pays attention to details
- **Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; plans ahead; 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.

ASSESSMENT METHOD

There may be a technical test and competency-based interview.

QUALIFICATIONS



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<u>Education:</u>	High school diploma; demonstrated ability to use computer technology.
<u>Experience:</u>	7 years related experience in a public communications environment. Experience serving as an editor preferable..
<u>Languages:</u>	English and French are the working languages of the ICTY. For this post, excellent oral and written English is required. Knowledge of French is an asset. Confidence in Bosnian/Croatian/Serbian is highly desirable.

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-5 and G-6 levels are eligible to apply; staff at the G-5 level must have at least one year post occupancy.
- 2) Interested staff members must complete the ICTY Internal Application Form and UN Personal History Profile (PHP) form obtainable via the TRIBUNET or ICTY website. Please submit all documents including the last two e-PAS's electronically AS ONE DOCUMENT to Ruth-Anne Young, Chief of the Human Resources Section via the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.un.org/icty) and forward electronically AS ONE DOCUMENT to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.
- 2) Applicants may have to sit the Global General Services Test (GGST) as per OHRM instructions.

<p>Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.</p>

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.