



## *International Criminal Tribunal for the former Yugoslavia*

Associate Public Information Officer, P-2 (Temporary vacancy with duration until 31 March 2017, with a possibility of extension, pending availability of funding)

DEADLINE FOR APPLICATIONS	:	20 April 2016
DATE OF ISSUANCE	:	06 April 2016
OFFICE	:	Registry/Communications Service
JOB OPENING NUMBER	:	2016/ICTY/REG/CS/017-P

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

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### Organizational setting and Reporting:

This position is located in the Communications Service, Registry. The incumbent reports directly to the Head of Communications.

### Responsibilities:

Assists the Head of Communications Service in formulation, planning, development and implementation of public information and outreach campaigns and projects. Within limits of delegated authority and together with the head of section and heads of units within the section and outreach officers monitors the public trends towards the Tribunal and determines possibilities for new engagement efforts with a variety of partners, both international and from the former Yugoslavia. Determines and devises together with the Head of Communications and other team members, project proposals, methodology, materials, procedure and work plans, work schedule and priority list, progress and final reports, internal reviews, briefings, presentations etc. Coordinates the relevant work and receipt of information from other units and collates section reports. Analyses and maintains an overview of the work, ensures that adequate support is provided for timely delivery of all project tasks. Ensures project implementation and products are approved internally and that they are in compliance with agreements with donors and project partners. Within delegated authority, seeks funding opportunities, drafts and compiles project proposals and develops budget and resource requirements with other relevant sections within the Registry. Assists the Head of Communications with substantive organisational, personnel, budgetary and administrative duties required for the smooth running of the section. Assists in devising the Section's budget submission and manages expenditure. Trains, supervises and monitors compliance of project staff with reporting and project requirements, both in The Hague and in the Field Offices. Briefs the head of section on relevant substantive and administrative matters related to projects and identifies ad-hoc solutions, where required. Maintains policy, standard operating procedures, general management files, contract documents, contract compliance and other project documentation, as required. Contributes to the preparation of status and progress reports by maintaining databases capable of providing pertinent information. Evaluates results and impact of communications activities and proposes changes to the approach and techniques as needed. Prepares or oversees preparation of a diverse range of information products. Represents the Tribunal in meetings and conferences; fulfils speaking engagements and makes presentations to groups on ICTY work and activities, and advocates issues of concern. Assists in or oversees organisation of seminars, lectures, conferences, public events on major issues and events concerning the ICTY. Effectively meets challenges and risks.

### Competencies:

- **Professionalism** – 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.
- **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.
- **Teamwork** – Works collaboratively with colleagues to achieve organisational 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.

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### QUALIFICATIONS

#### Education:

Advanced university degree in communications, journalism, public relations, politics, humanities or similar field. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

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### Experience:

Minimum of 2 years of progressively responsible experience in the field of project management and communications. Experience in a post conflict situation is an asset. Experience with the UN or other international organisation is desirable. Experience and success in the management and monitoring of external and internal communication projects and in planning and implementation of communication programmes is also desirable. Knowledge of the region of the former Yugoslavia, post-conflict processes and main stakeholders in the region is a major asset.

### Language:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Knowledge of Bosnian/Croatian/Serbian (BCS) is a major asset.

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### HOW TO APPLY:

#### NOTE FOR INTERNAL CANDIDATES:

- 1) 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 to the [recruitment@icty.org](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line.
- 2) SPA consideration: Should the assignment exceed 90 days, the supervisor may then submit a request for SPA in respect of the staff member, which would be submitted to a local SPA panel for consideration.

#### NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website ([www.icty.org](http://www.icty.org)) and forward electronically to the [recruitment@icty.org](mailto:recruitment@icty.org) in-box. Please indicate the job opening number in the subject line.

#### NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and make a recommendation for the position.

<b>SPECIAL NOTICE:</b> The appointment is limited to ICTY. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. ICTY is a smoke free environment.
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PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED.