



International Criminal Tribunal for the former Yugoslavia

Press Officer, P-2 (Temporary vacancy until 31 December 2017)

DEADLINE FOR APPLICATIONS	:	6 March 2017
DATE OF ISSUANCE	:	21 February 2017
OFFICE	:	Registry/Communications
JOB OPENING NUMBER	:	2017/ICTY/REG/COMM/015-P

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

Organizational setting and Reporting:

This position is located in the Communication Unit, Registry under the supervision and direction of the Head of Communications and the Deputy Registrar.

Responsibilities:

In line with the Registry's mandate as principle point for dissemination of ICTY information to the public, the incumbent is responsible for managing and monitoring all Tribunal external communication. Manages and supervises the daily work and output of the Media Office. Within delegated authority, provides off-the-record background information to the media and issues press releases. Assists the Spokesperson in performance of his/her duties. Prepares statements and interview responses for the Spokesperson, obtains approval and ensures accuracy before issuing information. Acts as a Focal Point for journalists seeking information or assistance from the ICTY. Provides pertinent information to the media through a variety of means. Organizes press conferences for Spokesperson and senior Tribunal officials including the President, the Prosecutor, the Registrar and/or their Deputies. Assists the Head of Communications in formulating, developing and advancing the Tribunal's media and communication strategy, including by identifying the modes through which key messages are promoted, as well as target audiences. Provides support to the Head of Communications in handling and managing media-relations, both in general and for specific projects and events. Develops and supervises development of media-friendly products (press releases, audio-visual products, information notes, information packets, social media products) and creates channels of dissemination. Screens interview requests and schedules as required. Develops and implements plans and strategies for the use of social media to deliver key messages, raise awareness or provide information. Provides policy guidance to the Head of Communications, senior management and staff on media strategy and prepares briefs for them in advance of interviews. Safeguards the integrity of the ICTY institutional communication policy. Monitors all media sources and responds to any misleading or incorrect reporting on the activities of the ICTY. Ensures internal distribution of important articles or reports on the work of the ICTY. Manages and supervises media access to the ICTY; organizes facilities for the media to report on the work of the Tribunal and manages overall preparation for high interest events, such as judgments and similar. Delivers presentations about the work of the ICTY and represents the Tribunal at external events, when requested. Liaises with Non-Governmental Organizations, victims' associations and relevant international organizations.

Competencies:

- **Professionalism** – Thorough knowledge of, and practical experience in, the full range of communication approaches, tools and methodologies essential to planning and executing effective campaign strategies and programs; strong communication research and analytical skills, the ability to analyze and integrate diverse information from varied sources; knowledge of current affairs topics and ability to identify public affairs needs, opportunities and risks in an international environment; political awareness and ability to diplomatically handle sensitive situations with target audiences and to otherwise cultivate productive relationships; good knowledge of relevant internal policies and business activities/issues; ability to edit copy; excellent communication skills, including the ability to produce a variety of written communication products in a clear concise style, to deliver oral presentations to various audiences and to effectively interact with the public in communicating information and building/maintaining effective business connections. Knowledge and understanding of social media and their use for institutional communication; experience in creating and delivering social media campaigns. 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. Detailed knowledge of the function of media bodies; Knowledge and understanding of current affairs and relevant historical issues in the former Yugoslavia. Managerial experience, preferably with the United Nations, would be an advantage. 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
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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.

- **Building Trust** – provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.
- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education:

Advanced university degree in journalism, media/communications, political studies, international relations or a related field. A first level university degree in a relevant field in combination with qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

Minimum of 2 years of relevant professional experience preferably as Journalist, Press Officer or Public Information Officer in a fast-paced international environment.

Language:

English and French are the working languages of the Tribunal. For the post advertised, fluency in oral and written English is required. Working knowledge of French or BCS is highly desirable.

HOW TO APPLY:

1. NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the P-2 level are eligible to apply. Staff at the GS category may apply should they meet the requirements of the JO.
- 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 to the recruitment@icty.org in-box. Please indicate the job opening number in the subject line.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the ICTY website (www.icty.org) and forward electronically to the 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.

SPECIAL NOTICE: 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. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.